

Program Director II, EOPS/CARE, CalWORKs & NextUp
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255031>

Downloaded On: Apr. 3, 2025 4:29am

Posted Mar. 31, 2025, set to expire Apr. 20, 2025

Job Title	Program Director II, EOPS/CARE, CalWORKs & NextUp
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Mar. 31, 2025
Application Deadline	04/20/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/6105521

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Job Description

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Program Director II, EOPS/CARE, CalWORKs & NextUp

Closing Date: 04/20/2025

Definition:

The Division of Student Services at West Valley College is seeking a student-centered, equity-active leader to fill the position of Program Director II, EOPS/CARE, CalWORKs and NextUp.

West Valley College is part of the West Valley-Mission Community College District. Designated as a

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Hispanic Serving Institution, West Valley College enrolls approximately 15,000 students annually and is minutes away from the heart of the Silicon Valley in a beautiful park-like setting on 143 wooded acres. The student population represents diverse communities from the cities of Saratoga, Campbell, and Los Gatos. Detailed information about the student population, including data related to student success, can be found on the [Office of Institutional Effectiveness and Research](#) webpage.

The purpose of this position is to plan, organize, implement, and direct the activities of the Extended Opportunity Program & Services (EOPS), Cooperative Agencies Resources for Education (CARE), California Work Opportunities and Responsibility to Kids (CalWORKs), and NextUP programs within the student services division ensuring the programs meet California Education Code and Title 5 regulations in recruiting, supporting, and retaining underrepresented students and supporting the Colleges mission toward student success; to serve as the Director of these of these categorical student programs; to coordinate activities and collaborate with other divisions or departments; and to provide highly responsible and technical support to the teams in which this position supports. This position reports directly to the Dean of Academic Counseling and Student Success.

West Valley College is ranked number one in transfer in Silicon Valley and the Bay Area and number three in California out of 116 community colleges. The college is known for high quality academic programs and faculty, dedicated classified professionals, and an equity-minded approach to student success. West Valley College inspires students to create a future for themselves so they can contribute to a world in need of their talents, drive, and enthusiasm.

West Valley College is committed to addressing inequities and injustices, both societal and institutional, and so recognizes that institutions of higher education have colluded, harmed, and remained complacent in upholding aspects of white supremacy, ableism, patriarchy, and other systems of oppression. The West Valley College community is committed to long-term equity, social justice, and racial justice work which will transform individuals, the institution, and the greater community. As a collective community, we embrace accountability and will act with courage, grace, and humility in fulfilling our commitment to learning and unlearn.

Assignment:

100% of full time, 40 hours per week, 12 months per year, with anticipated start date of June 2025. Schedule may change to include some evening or weekend hours, as needed. This position is an Educational Administrator and part of the Administrative employee unit.

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Work Location: West Valley College, Saratoga, CA

Salary and Benefits:

Salary:

- Anticipated Hiring Range: \$170,986 - \$182,103 annually (Administrative Salary Schedule, Range 21, Steps A-C).

Benefits include:

- Additional compensation: \$2,000 for doctorate added to base salary annually, to be prorated on a monthly basis.
- Employer-contributed medical, dental and vision for employee, spouse and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 22 days vacation leave accrued annually (25 days after 5 years).
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Professional development and renewal leave.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalSTRS retirement.

Minimum Qualifications:

The EOPS Director must meet the minimum qualifications for a student services administrator as indicated in the [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#) which includes:

- Possession of a masters degree; **AND**

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- One year of formal training, internship, or leadership experience reasonably related to the administrators administrative assignment; **OR**
- Possess a Community College Supervisors Credential;

AND

- Two years of experience, within the last four years, with one of the following:
 - In the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages; **OR**
 - As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.

AND

- Completion of a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Desired Qualification:

The ideal candidate will also demonstrate the following desired qualification(s):

- Experience in redesigning existing systems to create student-centered processes that lead to the highest success rates in the nation in transfer and in degree and certificate completion using the metrics of the Aspen Institute College Excellence Program.
- Ability to design, develop, and implement programs and services for students that increase completion and reduce disproportionate impact.
- Experience working collaboratively with campus community stakeholders in a participatory governance environment to refocus the Education Master Plan, Guided Pathways framework, Caring Campus model, and Institutional Equity Plan.
- A well-informed leadership philosophy as well as demonstrated listening skills, and experience as

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a successful leader who can deliver on desired outcomes.

Knowledge and Abilities:

Knowledge of:

- Principles and practices of educational program management.
- Methods and techniques used in needs assessment and provision of services to target population.
- Pertinent local, state, and federal rules, regulations and laws, including federal and state audit requirements.
- Modern office procedures, methods and computer equipment.
- Principles and practices of research analysis and management.
- Principles and practices of budget development, implementation, and monitoring.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of work safety.

Ability to:

- Organize, implement and direct assigned student services and instructional program operations/activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Interpret and explain pertinent program requirements and mandates, and department policies and procedures.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Supervise, train, and evaluate staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.

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- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative and collaborative working relationships with others.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel

Examples of Duties and Responsibilities:

Duties may include, but are not limited to, the following:

- Administer, develop, organize, coordinate, implement and supervise the operations and activities of assigned student programs.
- Recommend and implement section goals and objectives; establish performance standards and methods for assigned student and/or instructional programs; develop and implement policies and procedures.
- Plan, develop, and oversee the work of staff and faculty involved in delivery of services for grant funded and/or categorical student programs.
- Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.
- Prepare and administer program budgets; prepare cost estimates for budget recommendations; monitor and control expenditures; forecast additional funds needed for program staffing, equipment, materials and supplies.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.
- Select, orient, train, supervise, schedule, and evaluate contract employees and/or instructors.
- Design and administer processes to evaluate program outcomes; analyze and interpret diagnostic assessment results and reports; re-evaluate and redesign programs that are not meeting student needs and/or established goals.
- Develop funding sources; participate in preparation of state and federal grant applications; direct and/or prepare required grant reports and documentation; assure compliance with applicable regulations and conditions of funding, including spending grant funds accordingly and in a timely manner.

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- Advocate, promote and inform the needs, compliance and issues regarding assigned programs to the college and district; liaison with administrators and faculty to exchange information and coordinate program activities.
- Design and participate in college outreach and recruitment efforts, especially as they pertain to target student population of assigned program.
- Assure compliance with program eligibility requirements and state and federal regulations.
- Serve on district and/or community boards and committees as assigned; represent the district and/or college at local and state professional organizations as required.
- Answer questions and provide information to students and to the public; investigate complaints and recommend corrective action as necessary to resolve complaint.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Working Conditions:

Other Duties:

Application Information:

Physical Demands:

Applicant Information:

APPLICATION INFORMATION:

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.

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- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

ABOUT TRANSCRIPTS:

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

Email: Jobs@wvm.edu

Selection Process:

SELECTION PROCESS INFORMATION:

- After the deadline date, a committee will review and evaluate applications and supporting

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materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.

- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The District may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The District **DOES NOT** provide visa sponsorship.

EEO STATEMENT:

West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

Special Instructions to the Applicant:

Posting Number: FY22/23-274FT

Open Date: 03/26/2025

Close Date: 04/20/2025

Open Until Filled: No



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For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

West Valley-Mission Community College District

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