

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

SUPERVISOR, EXTENDED OPPORTUNITY PROGRAMS & SERVICES CMS Salary Range 26

BASIC FUNCTION:

Under the direction of the Associate Dean of Categorical Programs the supervisor will act as the coordinator and provide support Extended Opportunity Programs & Services (EOPS) and Cooperative Agencies Resources for Education (CARE) programs. In addition to program development and course support, acts as the supervisor for the day-to-day program management.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Provide supervision for EOPS/CARE program development and work directly with the Associate Dean of Categorical Programs. (E)
- Work directly with the Associate Dean Categorical Programs, faculty/counselors to plan for program additions, modifications, and deletions; set priorities for resource needs, provide program analysis and participate in strategic and long-range planning for the district. (E)
- Demonstrate a commitment to fulfill the comprehensive mission of the community college while adhering to Title V program guidelines. (E)
- Encourage excellence in the smooth delivery of support services for EOPS/CARE student participants. (E)
- Promote the assessment of student outcomes within the EOPS/CARE program to determine the effectiveness of student learning. (E)
- Stay abreast of trends and innovations specific to EOPS/CARE programs specifically and the alternate modes of assessment, hiring practices, academic freedom, and the role of technology. (E)
- Maintain current knowledge of program rules, regulations, requirements, and restrictions. (E)
- Promote the needs of the department to on-and off-campus organizations, on committees and at meetings. (E)
- Supervise, support and evaluate assigned staff and short-term hourly employees. (E)
- Create a positive working environment for all levels of the department and work cooperatively with other campus personnel to promote the program throughout the campus. (E)
- Work directly with the Associate Dean Categorical Programs to prepare, submit, and manage annual EOPS/CARE program budget. (E)
- Monitor EOPS/CARE program financial needs, including new personnel, program funding, access technology and equipment, and communicate program priorities clearly to the departments involved, and the Associate Dean or Dean. (E)
- Coordinate the process of hiring, training, and evaluating program tutors, peer advisors, and student assistants. (E)
- Review requests for staff to meet short-term and long-term needs and make recommendations to the Associate Dean Categorical Programs. (E)
- Maintain an effective working knowledge of computer and related technologies which affect office management including electronic spreadsheets, word processing, data collection, and internet/intranet capabilities. (E)
- Participate in the Program Review process. (E)
- Monitor compliance with state regulation and district regulations. (E)
- Be available for day, evening, or weekend assignments.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

Minimum Qualifications:

- Possession of a master's degree from an accredited institution.
- Two years of community college experience working with 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.

- 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.

Authority cited: Sections 69648, 70901(b)(1)(B) and 87356, Education Code, Title 5 Regulations Section 56230.

Reference: Sections 70901(b)(1)(B), 87356 and 87357, Education Code.

Desirable Qualifications:

- Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, career development counseling.
- Demonstrated commitment to high academic program standards and academic freedom.
- Experience with and commitment to shared governance culture, consensus building, and a team approach to management.
- Ability to effectively communicate both orally and in writing.
- Evidence of effective planning in the management supervision and evaluation of the work of others.
- Evidence of effective planning.
- Evidence of a commitment to the vision of a learning-centered institution and community.
- An understanding of how technology can support learning and a record of support for technological advancements.
- Program development experience (preferably in a community college).
- Evidence of program standards.
- Evidence of income and expenditure accountability.

KNOWLEDGE OF:

- Higher education in community colleges, including the mission of the California Community Colleges.
- Shared governance within the California Community College System.
- Local, state, and federal laws governing programs and services; specifically, state laws governing programs.
- Student matriculation.
- Budget preparation and control.
- Interpersonal skills using tact, patience, and courtesy.
- Varied evaluation procedures for staff.
- Principles and practices of supervision and training.
- District organization, operations, policies, and objectives.
- Computer and related technologies for counseling.

ABILITY TO:

- Plan, organize, develop, and evaluate the EOPS/CARE programs.
- Develop and modify policies/procedures to meet staff, student and community needs as related to the EOPS/CARE programs.
- Communicate effectively, both orally and in writing.
- Work effectively with students, faculty, and staff from diverse backgrounds, in order to promote equal access to all divisional programs.
- Use strong oral and written communication skills.
- Select, train, supervise, and evaluate personnel.
- Interpret, apply, and explain rules, regulations, requirements, and restrictions.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt effective courses of action.
- Plan, organize work, and meet schedules, and deadlines.
- Work cooperatively and coordinate projects with other administrators and staff, in order to offer effective services to students.
- Evaluate and support faculty and staff recommendations for program improvements and/or new programs.

- Develop and control budgets.
- Be available for day, evening, or weekend assignments.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Supervises staff including staff, hourly and student workers.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate a computer keyboard.
- Walking, bending and climbing as required.
- Driving a vehicle to conduct work.

WORK ENVIRONMENT:

Primarily works in an office environment.