

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN/EXTENDED OPPORTUNITY PROGRAMS AND SERVICES**

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice President of Student Services for the supervision and administration of all programs and services provided through District Extended Opportunity Programs and Services, including all assigned personnel and all related records and reports; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF EXTENDED OPPORTUNITY SERVICES

Overall supervision of the Extended Opportunity Program and Services, staff, functions, and related activities District-wide to assist low income and disadvantaged students to access and succeed in higher education through counseling, tutoring, job and career training, core courses, Summer College Readiness Program, and extended services to qualified single parents on AFDC under the CARE program. Recruits, identifies, determines eligibility of potential students, and submits related reports.

Reviews programs, services, activities and expenditures for compliance with applicable state and federal law, regulations and guidelines, District policy and procedure and responsiveness to the needs of a culturally diverse community.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of assigned classified personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified. Oversees provision of counseling and tutoring services.

STUDENTS

Responsible for handling student personal, program- and staff- related complaints and resolving conflicts regarding student eligibility, acceptance, utilization of programs, and delivery of programs and services; interprets and recommends policies and programs to address student needs in areas of responsibility.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
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ASSOCIATE DEAN/EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (continued)**

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of budget for assigned programs and functions; has substantial responsibility for reporting and accounting for categorical funding of programs and related reports, and major responsibility for seeking additional and alternative funding for programs and activities.

PLANNING

Responsible for planning courses, special events, and programs, scheduling classes and work schedules in response to demand, and developing annual goals and activities for the EOPS functions.

COMMUNITY CONTACT/REPRESENTATION

Must be highly visible educational leader seeking positions of significant leadership in community institutions and activities, as well as community support organizations and on state boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership position and reputation on the local, state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for advising, chairing or supervising District committees and task forces related to duties.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and classified staff assigned in the areas of responsibility; substantial responsibility for procurement, expenditure and accounting for funding in compliance with applicable law and policy, and for submission of reports.
- B. Resolves student complaints, problems, conflicts, and special needs to maximize performance and access to programs.

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REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possess a master's degree and one year of formal training, internship, or leadership experience reasonably related to this administrative assignment; or, must possess a Community College Supervisor Credential; and, possess the minimum qualifications to serve as a faculty member in the California Community Colleges.

In addition, the Associate Dean/EOPS must have, within the last four years, two years of experience or the equivalent: 1) 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, 2) as a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.

In addition, the Associate Dean/EOPS shall have completed a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

Required Skills: Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, supervise staff, analyze and apply laws, rules and regulations, build consensus and organize programs and services to meet changing needs.