

**DIRECTOR OF SPECIAL PROGRAMS AND SERVICES
Diablo Valley College**

DEFINITION

The Director of Special Programs and Services is charged with the planning, supervision, coordination, implementation, and monitoring of the support services and procedures appropriate to the needs of the defined nontraditional students. He/she services in a staff relationship reporting to the Dean of Student Services in an effort to establish an effective learning environment to enhance the performance of ethnic group students and all disadvantaged students returning to college.

RESPONSIBILITIES

The Director of Special Programs and Services is primarily responsible for the following activities:

Providing administrative supervision to the services provided in the Learning Center (Tutoring), Financial Aid/Extended Opportunity Services Program, Concurrent Enrollment, Handicapped, and Recruitment efforts.

Providing general administrative supervision (Staffing, Budgeting, Office Management) of the Financial Aid-EOPS Office regarding student loans, scholarships, work/study job placement, and all federally, state funded, and other student aid programs.

Providing general administrative supervision for all aspects of the Learning Center (Tutoring Services) including administrative supervision of office staffing, budgeting, record keeping, and general office management.

Assuming responsibility for official records (Proposals, Evaluations, and Miscellaneous Reports) required in connection with each of the above programs, to ensure program consistency and regulatory compliance. Direct responsibility for monitoring time sheets and cards of all employees and categorized funded programs (EOPS, Handicapped, CWS) under the Director's supervision.

Assisting and directing counseling efforts of minority and disadvantaged students enrolled at the college in instructional matters, financial aid, and coordinating efforts to allow the articulation and transfer of students in special programs to four-year colleges.

To closely supervise, coordinate, and evaluate the general activities of both the Financial Aid Assistant and the EOPS Assistant, and delegate to them such authority as is required to perform their assigned duties.

REPORTING RELATIONSHIPS

The Director of Special Programs and Services reports to the Assistant to the Dean of Student Services.

Positions directly responsible to the Director of Special Programs and Services are Financial Aid Assistant, EOPS Assistant, and the College Enabler.

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MINIMUM QUALIFICATIONS

An earned Master's degree or advanced degree of at least equivalent standard awarded by an accredited institution.

Possession of or eligibility for a California Community College Administrative Credential.

A working knowledge and understanding of the state education code, federal and state laws, education department guidelines, and lending agencies policies and procedures.

DESIRABLE QUALIFICATIONS

Knowledge, skills, abilities and personal characteristics to perform successfully the duties and responsibilities of the Director of Special Programs and Services.

An administrative ability to address problems to achieve the objectives of all programs.

A statistical background for preparing proposals and year-end reports.

A detailed understanding of accounting which is necessary for a proper job performance. A basic understanding of double entry bookkeeping, double entry accounting, financial statement analysis, income tax, computer programming, and detailed financial budgeting.

An experience in counseling both academic and financial matters to help a student plan accordingly about estimated expenses and income both here and about his/her transfer school. The ability to communicate effectively; written and orally, with the spectrum of financially needy individuals, all ethnic groups, and all disadvantaged students in general attending the college.

Effectiveness in dealing with individuals.