

**San Jose/Evergreen Community College District  
Classified Management Job Description**

**Position:** Director, WIN/CalWORKS Program

**Department:** Student Affairs

**College:** Evergreen Valley/San Jose City College

**Date:** April 10, 2007

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**POSITION PURPOSE**

Reporting to the Vice President of Student Services, the Director of WIN/CalWORKS oversees the daily operations of CalWORKS (California Work Opportunities and Responsibility for Kids) and other grant funded programs as assigned.

**NATURE and SCOPE**

The Director of WIN/CalWORKS is responsible for the overall administration, supervision and coordination of all programs and services provided through the assigned programs including all assigned personnel and all related records and reports and other duties that may be assigned.

**KEY DUTIES and RESPONSIBILITIES**

1. Plans, organizes, and implements multiple grant programs. Facilitates communications about departmental activities, events, deadlines, and timelines.
2. Responsible for timely and accurate preparation, submission and coordination of all grant reports for Cal Works consistent with the State Chancellors Office, County of Santa Clara, other funders, and District Policies, and responsible for seeking additional and alternative funding for the program and activities.
3. Manages other grants, funding requirements, and deadlines as assigned.
4. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
5. Provides leadership in the development and achievements of annual goals and objectives for the CalWorks program and other assigned programs.
6. Complies with Federal, State, County, and District regulations and policies as they pertain to the CalWorks and other grant programs.
7. Create job opportunities for students. Serve as liaison to community organizations, business and industry to promote the program and service and as liaison between the WIN Program and the College.
8. Works closely with the County of Santa Clara Employment Services Initiative (ESI) Department to ensure compliance with State, Federal TANF (Temporary Aid to Needy Families) regulations, and County of Santa Clara requirements. Attends monthly required County meetings.

9. Works closely with college programs including, but not limited to Tutoring, Basic Skills, Transfer Center, Counseling, Admissions, Enlace, Puente, Disabled Student Program; plans and supervises the CalWorks summer orientation program.
10. Works cooperatively with Financial Aid Office in providing aid for eligible students.
11. Maintains and encourages effective communication with division staff by holding regular staff meetings; provide information to staff about issues, programs and practices affecting the college and the department.
12. Attends required annual meetings for CalWorks at the State and County level. Maintains and grows relationships with community agencies, businesses, and area colleges to ensure growth of the WIN Program.
13. Ensures the validity of student eligibility for Cal Works students through the county CalWIN system, regularly contacts County Workers to ensure information and services to CalWorks students, supervises the awarding process of CalWorks book vouchers, parking permits, incentives, and other required supplies.
14. Initiates and coordinates job readiness workshops and enrichment activities to provide college wide support for CalWorks students.
15. Responsible for handling student personal, program and staff related complaints and resolving conflicts regarding student eligibility, acceptance, and utilizations of programs.
16. Conducts and reviews exit processes for student who are no longer eligible for services.
17. Oversees and insures the accuracy of MIS and other state reports including all year end summaries of CalWorks and other grants program accomplishments.
18. Perform related duties and responsibilities as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Current Education Code, Federal, State, and County Cal Works regulations that directly affect CalWorks students. Other grant procedures and requirements as assigned.
2. Oral and written communication skills.
3. Learning theory and student characteristic including issues of cognitive and cultural diversity.
4. Interpersonal skills using tact, patience and courtesy.
5. Local public and private community agencies that serve low income and ethnically diverse populations.
6. Planning, budgeting, and staffing.
7. Principles and practices of supervision and training.

8. Student recruitment, retention, and orientation programs that serve traditionally underrepresented students and educationally under prepared student with language and economic disadvantages.

**Skills and Abilities:**

1. Train, supervise, and evaluate staff in the area assignments.
2. Work in cooperation with various campus departments and program in instruction, student services and business services.
3. Organize program that promote academic success for students from all of the cultures served by CalWorks and other grant programs as assigned.
4. Establish and maintain cooperative and effective working relationship with others.
5. Meet schedules and timelines.
6. Work independently with little direction.
7. Provide cross-cultural counseling to students from the diverse ethnic, language, and socio economic groups in the CalWorks student population.
8. Work effectively with multiple funders, grant reports, requirements, and timelines.
9. Communicate effectively both orally and in writing, including complex proposals and presentations.
10. Public speaking and interpersonal skills.
11. Motivational and mediation skills.

**Education and Experience:**

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Possession of a Bachelor's degree in Counseling, Psychology, Guidance Counseling, Educational Counseling, Social Work, or Career Development.

**Working Conditions:**

1. Typical office environment.

Date Approved: April 10, 2007  
Salary Range: M - 26  
EEO-Category: 2B1