



**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE COMPTON CENTER**

1111 East Artesia Boulevard, Compton, CA 90221 · (310) 900-1600 · www.compton.edu

**Job Description
Director of Special Programs and Services**

POSITION DESCRIPTION: Under the direction of the Dean of Student Affairs, the Director of Special Programs and Services provides coordination, implementation, and particular managerial oversight and responsibility for the AmeriCorps/ Foster Youth Mentoring Program, Foster Kinship Programs, and the Student Life Office.

RESPONSIBILITIES/DUTIES:

- 1) Plans, organizes, supervises, and implements Special Program Services, including:
 - a) Development, implementation and monitoring of the AmeriCorps/ Foster Youth Mentoring Programs, Foster Kinship Programs, and the Student Life Office plans including the budgets and expenditures.
 - b) Prepares annual campus recruitment and publicity plan, evaluation studies, and annual reports for Special Programs and Services.
 - c) Directs staff in planning and implementation of AmeriCorps/Foster Youth Mentoring Programs, Foster Kinship Program and the Student Life Office activities.
- 2) Establishes and monitors yearly budgets for the AmeriCorps/Foster Youth Mentoring Programs, Foster Kinship Program and the Student Life Office.
- 3) Supports and monitor the development and implementation of the Associated Student Body Budget and Activities.
- 4) Coordinates campus-wide Student Activities and serves as the Advisor to the Associated Student Body
- 5) Coordinate the Student Disciplinary Process
- 6) Prepares reports and other State and Chancellor's Office required reports.
- 7) Recruits, selects, supervises, and evaluates, AmeriCorps/Foster Youth Mentoring Programs, and Foster Kinship Program Student Life Office staff.
- 8) Supervises staff in AmeriCorps/Foster Youth Mentoring Programs, and Student Life.
- 9) Works closely with the Division Chair of Counseling
- 10) Gathers and analyzes data in a responsible, logical and accurate manner.
- 11) Collects, manages, and submits student data required by the Chancellor's Office as it relates to AmeriCorps/Foster Youth Mentoring Programs, Foster Kinship Program and the Student Life Office.
- 12) Chairs and conducts staff meetings with AmeriCorps/Foster Youth Mentoring, Foster Kinship, and Student Life Office programs staff.
- 13) Provides professional development opportunities to AmeriCorps/Foster Youth Mentoring, Foster Kinship, and the Student Life Office staff through conference attendance and training workshops.

- 14) Represents Special Programs and Services Departments at college, regional, and state levels as appropriate.
- 15) Revises and edits related policies and procedures as it relates to AmeriCorps/Foster Youth Mentoring, Foster Kinship, and the Student Life Office.
- 16) Serves as liaison between college departments and the AmeriCorps/Foster Youth Mentoring Program, Foster Kinship Program, and the Student Life Office staff.
- 17) Works closely with the faculty advisors to Clubs and Organizations.
- 18) Develops recruitment plans with the Director of Enrollment Services.
- 19) Coordinates campus-wide student intervention programs and services with the assistance of a campus-wide committee.
- 20) Performs other duties and assume other responsibilities as assigned.

MINIMUM QUALIFICATIONS

This position requires:

- A Master's degree from an accredited institution **AND**
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.