



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

1111 East Artesia Boulevard, Compton, CA 90221 · (310) 900-1600 · [www.compton.edu](http://www.compton.edu)

**Job Description**

**Director, California Work Opportunity and Responsibility to Kids (CALWORKS),  
Temporary Assistance for Needy Families (TANF), GREATER Avenues for  
Independence(GAIN) and Special Resource Center (DSP&S)**

**POSITION DESCRIPTION:** Under the supervision of the Dean of Student Services, the Director of CALWORKS/TANF/GAIN and Special Resource Center is responsible for administering the CALWORKS/TANF/ GAIN programs and Special Resource Center.

**RESPONSIBILITIES/DUTIES:**

- 1) Establish and monitor yearly CALWORKS/TANF/ GAIN and Special Resource Center budgets.
- 2) Prepare CALWORKS/TANF/ GAIN and Special Resource Center annual reports and other State and College required reports.
- 3) Administer CALWORKS/TANF/ GAIN and Special Resource Center program: staff selection, staff supervision and staff evaluation.
- 4) Gathers and analyzes data in a responsible, logical and accurate manner.
- 5) Collects and coordinates CALWORKS/TANF/ GAIN and Special Resource Center student data required by the Chancellor's Office.
- 6) Chair and conduct staff meetings with CALWORKS/TANF/ GAIN and Special Resource Center staff.
- 7) Provides professional development opportunities to CALWORKS/TANF/GAIN and Special Resource Center staff through conference attendance and training workshops.
- 8) Represent program at college, regional, and state levels as appropriate.
- 9) Facilitate CALWORKS/TANF/GAIN Advisory Committee functions.
- 10) Works closely with CALWORKS/TANF/GAIN counselors.
- 11) Serve as liaison between college departments and CALWORKS/TANF/GAIN and Special Resource Center.
- 12) Serve on college committees to represent, promote and enhance awareness, understanding, sensitivity and support toward CALWORKS/TANF/ GAIN and Special Resource Center students.
- 13) Perform a variety of specialized duties in support of employment placement and career development for CALWORKS/TANF/ GAIN and assigned workforce grants; coordinate activities and services to provide students with employment, internship, volunteer, mentoring, job shadowing and cooperative education opportunities in an efficient and timely manner; monitor and adjust activities to student and employer needs.
- 14) Provide marketing and outreach services to develop and maintain an employer and non-profit agency base for student placement; establish and maintain contact with employers and other agencies in promotion of services and enhancement of employment opportunities; explain and assist organizations with selecting career development, training and employment placement services.
- 15) Plan, develop, implement and promote job fairs, workshops, meetings and other special events in support of employment placement and recruitment; recruit and coordinate employers, armed forces and other representatives for job fair participation; arrange for guest speakers; research and obtain event funding; reserve and set up facilities and services for events.
- 16) Research and evaluate local and regional labor market data and information to identify trends in employment and career opportunities; conduct labor market, student and employer surveys as required;

advise administrators and faculty concerning labor market trends; monitor, evaluate and provide recommendations concerning the effectiveness of employment services and systems.

- 17) Provide the services that meet the requirements mandated under DSPS regulations and service mandated by Title V and Section 504 of the Rehabilitation Act of 1973. Prepare all mandated reports for funding purposes and ensure compliance through participation in Program Review. Maintain and secure all required eligibility medical and psychological information ensuring mandated legislation for confidentiality.
- 18) Provide a curriculum that meets the requirements of California Education Code for Educational Development and Sign Language Interpreter Training. Remain current in instructional support for all types of disabilities accommodations including Section 508 of the Rehabilitation Act and the production of alternate media. Plan and schedule semester courses. Review and revise the college catalog pertaining to the Special Resource Center, accommodations for students with disabilities and standards for grievances related to disability.
- 19) Provide requests for supplies, equipment, maintenance, and improvement of facilities in accordance with legal mandates for access of individuals with disabilities and in cooperation with faculty and Dean of Student Services.
- 20) Facilitate communication by oral, writing and signed modes of communication between the Special Resource Center, on-campus entities (i.e. division offices, student services, facilities maintenance) and off-campus entities (Department of Rehabilitation, independent living programs, direct service providers and advocacy agencies).
- 21) Remain current on legal precedence in assistive technology, alternate media production, and accommodation procedures/practices for students with disabilities.
- 22) Review proposed legislation affecting instruction and accommodations for individuals with disabilities in postsecondary education and implement changes in policy and procedures accordingly. Gather and share statistical data regarding instruction and accommodations for individuals with disabilities from governmental and non-governmental sources. Communicate changes in State and Federal legislation affecting accommodations and instruction for individuals with disabilities to appropriate college personnel.
- 23) Act as a resource for curriculum development and program evaluation according to DSPS regulations and Title V regulations for special classes. Recruit and maintain an active faculty, specialist, and counselor list to meet department needs.
- 24) Research, secure and implement internal and external funding from grants and other fund raising activities in support of Special Resource Center programs and services.
- 25) Interpret and implement the administrative policies, rules, regulations, and recommendations of the college regarding instruction and accommodations for students with disabilities. Assist in resolving staff and/or student problems in the Special Resource Center.
- 26) Articulate the legal mandates required for institutions of higher education to local high schools, community agencies and state agencies such as the Department of Rehabilitation.
- 27) Maintain an advisory committee for the Special Resource Center and Sign Language Interpreter Training Program, and serve as the chairperson or appoint a designee at all meetings.
- 28) Perform other duties and assume other responsibilities as assigned.

#### **MINIMUM QUALIFICATIONS:**

- 1) Possession of a California Community College Credential authorizing administrative service at the community college level or
- 2) Possession of a Master's degree from an accredited institution preferably in special education, counseling, educational administration, higher education, rehabilitation counseling, or other related field; **AND**
- 3) Two years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
- 4) Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

- 5) Satisfy the California Community College minimum standards required for Special Education (Handicapped) or Counseling, and Supervision or Administration