

DEAN OF STUDENT SERVICES - CC**DEFINITION**

Under the supervision of the Vice President of Student Services, the Dean of Student Services will provide strong and inspirational leadership across all service areas. Specific areas of assignment may include overseeing Counseling, Special Programs such as DSPPS, EOPS, CalWORKS, Foster Youth, Foster Kinship Care, TRiO, and Veteran's services, Student Equity and Achievement (SEA), Outreach, Campus Life, Student Government, and student conduct. The Dean will supervise selected classified, faculty, clerical and secretarial staff and will supervise the activities of other coordinators as assigned. This position is also responsible for the production of various documents relating to student success and services, including state and federal reports. As part of the Leadership Team, the Dean will provide evening duty and weekend administrative coverage as needed or assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Vice President of Student Services.

The dean in this position assumes leadership responsibility for multiple Student Services areas. Provides leadership and direct supervision to faculty and technical staff as well as other administrative support staff, as assigned. This classification is distinguished from an associate dean or director by a higher level of responsibility of the service areas assigned.

ESSENTIAL DUTIES

- Provide overall leadership to a variety of programs in Student Services.
- Develop and monitor departmental plans and budgets.
- Maintain compliance with local, state and federal guidelines related to the programs in Student Services, including MIS data submission and accountability.
- Coordinate and administer support services for new and continuing students for each term.
- Oversee hiring, evaluation, and scheduling processes for Student Services faculty and staff.
- Responsible for Student discipline. Serves as student conduct officer.
- Maintain records and submit reports to the college and appropriate external agencies.
- Assist in the preparation of district applications for outside funding for counseling and other Student Services programs.
- Administer board approved policies and regulations as they relate to the unit.
- Oversee and conduct program reviews and make appropriate recommendations to meet the needs of our diverse student body.
- Assist with the coordination of the college's Student Equity initiatives and provide supervision of components of the plan.
- Other duties as assigned within the scope of this assignment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- Education: Possession of a Master’s Degree **AND** one year of successful experience in field related to the administrative assignment **OR** a California Community College Supervisor Credential **OR** other appropriate valid California administrative credential.
- Experience: Three years of experience as a college administrator and two years of college counseling/teaching experience.
- Administrative experience preferred at the college level.

Expected Professional Characteristics:

- Understanding of effective instructional, student development and instructional support practices at the community college.
- Understanding of current issues related to student services, instruction and articulation for the success of all students.
- Sensitivity to and interest in the critical role of student support service to the success of community college students, faculty, and staff.
- Understanding of and commitment to shared governance.
- Effective written and oral communication skills.
- High degree of professionalism and integrity.
- Ability to work in a collaborative manner as a team member in division, college and district-wide activities and projects.
- Supportive of the comprehensive community college mission.
- Demonstrated commitment to community and campus activities.

Demonstrated Skills & Abilities:

- Ability to develop effective educational, student support services and student development programs to meet the needs of the College.
- Ability to manipulate relevant technology to access, analyze and report relevant data and other programmatic information.
- Effective budget management practices, with special emphasis on categorically funded programs.
- Understanding of good pedagogical practices for adult learners.
- Efficient administrative practices through an integrated approach to planning, budgeting, and scheduling.
- Ability to collaborate with others to strengthen intra-College, community, and District-wide staff relations.
- Ability to support staff development, achieve hiring success, enhance evaluation, recognize and mitigate personnel issues, and resolves conflicts.
- Ability to develop and nurture an effective student/learner center environment.
- Demonstrated experience working with student services programs at the college or university level.

Licenses and Certificates:

- Possession of valid California Motor Vehicle Operator’s License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

Class Adopted: 03/01/09

Class Amended: 04/22/2019