



Classification Title: Dean, Student Success, Equity, and Counseling

Department: Counseling Services

FLSA Status: Exempt

Staff Category: Senior Administration (Educational Administrator)

Salary Range: 75

Supervision Received From: Assistant Superintendent/Vice President, Student Services

Original Date: July 2012

Supervision Given: Administrative, supervisory, classified, hourly, and volunteer employees

Last Revision: May 2021

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for providing leadership in the planning, organization, administration, development, and evaluation of the programs, projects, and activities of the Counseling Services division and the following departments and programs: Career Counseling, the Disability Resource Center (DRC), Extended Opportunity Programs and Services (EOP&S), GEAR UP, Matriculation, Student Equity and Achievement, Student Success, and TRiO

DISTINGUISHING CHARACTERISTICS.

The Dean, Student Success, Equity, and Counseling is distinguished from the Dean, Instructional classification in its leadership of the Counseling Services and other assigned departments and programs, whereas the latter classification provides leadership to a specific instructional division.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Directs, plans, organizes, implements, and administers the Counseling Services division and other assigned departments and programs through subordinate managers and supervisors.
3. Coordinates and integrates functional responsibilities with other District departments to achieve efficient, effective, and customer-responsive performance.
4. Provides leadership for faculty and staff whose principal functions are to provide instruction and services to students; initiates program development and works directly with department chairs and directors to plan for curriculum additions, modifications, and deletions; sets priorities for resource needs; provides program analysis and multi-year instructional plans and participates in strategic and long-range instructional planning for the District.
5. Directs and participates in strategic and long-range instructional and student services planning, which involves the development of program analyses and multi-year instructional and student services plans.

6. Communicates with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs, establishes advisory committees as appropriate.
7. Coordinates curricula among departments; provides leadership in the development of innovative programs; recommends policies as necessary to properly implement programs and services.
8. Determines and fulfills needs for other college sites and centers regarding programs and services; provides for proper staffing of classes; administers and evaluates courses and assigned staff with the department chair and directors.
9. Works cooperatively with faculty, administrators, and supervisors to coordinate programs and services across the curriculum and at all locations to meet student needs; directs services and programs as directed by the Assistant Superintendent/Vice President, Student Services.
10. Prepares or reviews documents for program and course development in concert with the department chair and directors; produces accurate schedules, catalog information and program publicity
11. Maintains current knowledge of new developments and innovations in community colleges and higher education; recommends changes to maintain relevance of assigned programs and services and to meet student and community needs.
12. Coordinates and oversees the completion of building construction efforts with faculty and staff; meets with architects and user groups to plan new buildings; works with Facilities staff to ensure building functionality.
13. Communicates with the department chair and directors by holding regular meetings to facilitate planning and collegial decision-making and to keep staff informed about issues and projects for the overall District instructional program.
14. Investigates, troubleshoots, and resolves issues and conflicts within the assigned departments and programs.
15. Administers and evaluates programs, courses, and assigned instructional and non-instructional staff with the department chair and directors.
16. Establishes and maintains collaborative working relationships with administrators, faculty, and staff to coordinate programs and services at all locations to meet student needs.
17. Evaluates, approves, and processes requests for field trips, conference attendance, supply and equipment orders, course waivers, sabbatical leaves, faculty and staff travel, and other applicable items.
18. Directs, organizes, implements, and oversees long- and short-range programs and activities designed to develop specific programs and support the District's strategic plan.
19. Facilitates academic partnerships with faculty in the assigned area, faculty at feeder high schools, and four-year transfer institutions; assures maximum course articulation for students.
20. Encourages excellence in teaching; orients new faculty and staff; determines needs for staff development; plans appropriate staff development activities including flexible calendar days; contributes to recordkeeping for staff development accountability.
21. Prepares and/or reviews documents for program and course development; produces accurate schedules, catalog information, and program publicities; consults with the department chair to design a schedule of classes to meet the needs of students and the community; reviews assignment of faculty to classes, monitors schedules and workload for accuracy throughout the semester; assures accurate and timely attendance reporting for all courses offered in the assigned departments and programs.
22. Analyzes requests for staff to meet short- and long-term needs and make recommendations to the Assistant Superintendent/Vice President, Student Services; assists in development of job descriptions for new position in collaboration with Human Resource Services.
23. Evaluates and recommends instructional and student services policies in support of program and service implementation.
24. Organizes committees for the faculty hiring process and assures compliance with District personnel policies, procedures,

and practices for the employment of faculty, classified staff, student workers and short-term, temporary and substitute employees.

25. Evaluates faculty and classified staff and reviews evaluations of faculty assigned to the department chair and directors according to proper management practices; implements articles of collective bargaining agreements.

26. Exercises leadership in the development of the division budget and the management of financial resources consistent with District policy and sound fiscal management principles; allocates and reallocates scarce resources among competing requests for funds; evaluates, approves, and processes requests for conference attendance, textbook selections, supplies, equipment orders, course waivers, and student petitions.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Serves as the acting vice president in the absence of the Assistant Superintendent/Vice President, Student Services.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Managerial and leadership principles and practices.
2. Higher education in community colleges, including the mission of the California Community Colleges.
3. Principles and practices of administration.
4. Organization, operations, policies, and objectives of a community college.
5. Federal, state, and local laws and regulations pertinent to the assigned area of responsibility, including the California Education Code and applicable sections of the California Code of Regulations.
6. Policies and objectives of assigned programs and activities.
7. Program rules, regulations, requirements, and restrictions.
8. Curriculum development principles, practices, and processes.
9. Course articulation principles and practices.
10. Public relations principles and practices, including the use of tact, patience, and courtesy.
11. Statewide matriculation principles, practices, and methodologies.
12. Budgeting principles and practices.
13. Adult learning theory and learning styles.
14. Multiple methods of instruction.
15. Course evaluation methods.
16. Enrollment planning and scheduling processes.
17. Applicable federal, state, and local codes, laws, and regulations.
18. Developments, initiatives, and innovations in community colleges.
19. Grant funding sources.

Skill in:

1. Supervising, training, and directing the work of others.

2. Providing leadership, support, and assistance to District departments.
3. Utilizing a computer and related software applications.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing, analyzing, and maintaining multiple department budgets within a division.
6. Interpreting complex data and information.
7. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
8. Communicating clearly and concisely, both orally and in writing.
9. Mediating difficult and/or hostile situations.
10. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
11. Planning, organizing, developing, and evaluating programs, activities, and curriculum.
12. Analyzing situations accurately and adopting an effective course of action.
13. Meeting schedules and timelines.
14. Planning and organizing work.
15. Working cooperatively and coordinating projects with other administrators and staff to provide effective and efficient services to students.
16. Developing goals and priorities.
17. Speaking in public.
18. Collaborating with faculty and staff to generate ideas, set goals, and make decisions.
19. Maintaining current knowledge of program rules, regulations, requirements, and restrictions.
20. Developing and modifying curriculum to meet student and community needs.
21. Working with a variety of individuals from diverse and multicultural backgrounds while promoting access and equity.
22. Developing grant and/or special project applications.
23. Maintaining accurate and complete records.
24. Maintaining confidentiality and exercising discretion.
25. Responding appropriately to various emergency situations.
26. Organizing and chairing meetings, leading workshops, facilitating group discussions, and involving faculty and staff in idea generation, goal setting and decision-making.
27. Organizing multiple projects and carrying out required project details throughout the year.
28. Evaluating and supporting faculty/staff recommendations for program improvements and/or new program efforts.
29. Managing and overseeing specially funded programs.
30. Conducting advanced-level research and reporting findings in a clear and concise manner.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Education/Training:

A master's degree from an accredited college or university.

Diversity Statement:

Requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.**Environmental Conditions:**

Office environment; exposure to computer screens, noise, and electrical energy; extensive contact with faculty, staff, and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.