



Classification Title: Dean, Student Life and Leadership

Department: Student Life and Leadership Services

EEO6 Code: 1

Staff Category: Senior Administration (Educational Administrator)

Salary Range: 75

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

Original Date: 7/2012

Supervision Given: Assigned administrative, faculty, supervisory, confidential, classified, hourly, undergraduate and graduate interns, and volunteer employees

Last Revision: 10/2023

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 Student Life and Leadership Services division and the following departments and programs: basic needs resources and services, judicial affairs, adjudicating and providing due process regarding administration of the student code of conduct, student complaints and student grievances, Associated Student Government (ASG), Inter-Club Council, student activity card production and departmental events, lead the Student of Concern (SOC) Team, Postvention Operations and Response Team (POST), Health Services, and Behavioral Health Services.

DISTINGUISHING CHARACTERISTICS.

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

The Dean provides leadership, vision and direction and administrative guidance in areas of assigned responsibility and demonstrates the ability to derive consensus and work collaboratively and collegially with internal and external constituents. This Dean works in close cooperation with the other student services and instructional deans.

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 Student Life and Leadership Services division and other assigned departments and programs through subordinate directors, managers, and supervisors; communicates with the supervisors and directors by holding regular meetings to facilitate planning and collegial decision-making and to keep staff informed about issues and projects for the Student Life and Leadership Services division.
3. Coordinates and integrates functional responsibilities with other District departments to achieve efficient, effective, and customer-responsive performance.
4. Provides leadership for staff whose principal functions are to provide services to students; initiates program development and works directly with supervisors and directors to plan for service/program additions, modifications, and

deletions; sets priorities for resource needs; provides program analysis and multi-year Student Life and Leadership Services plans and participates in strategic and long-range planning for the District.

5. Directs, organizes, implements, and oversees long- and short-range Student Life and Leadership Services programs and activities designed to develop specific programs and support the District's strategic plan, which involves the development of program analyses and multi-year Student Life and Leadership Services plans; determines and fulfills needs for other college sites and centers regarding programs and services; provides for proper staffing for operations.
6. Communicates with leaders in the private and public sectors and in educational agencies to determine needs for new programs and services, establishes advisory committees as appropriate.
7. Establishes and maintains collaborative working relationships with administrators, faculty, staff and students to administer, coordinate and evaluate programs and services across the District and at all locations to meet student needs; provides leadership in the development of innovative programs and services to include leading the planning and production of commencement; evaluates and recommends policies as necessary to properly implement programs and services.
8. 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.
9. Coordinates and oversees the completion of building construction efforts with staff; meets with architects and user groups to plan new buildings; works with Facilities staff to ensure building functionality.
10. Investigates, troubleshoots, and resolves issues and conflicts within the assigned departments and programs.
11. Evaluates, approves, and processes requests for associated student government trips, conference attendance, supply and equipment orders, liability waivers, and staff travel, and other applicable items.
12. Encourages excellence in programing and services; orients new staff; determines needs for staff development; plans appropriate staff development activities including flexible calendar days; contributes to recordkeeping for staff development accountability.
13. Prepares and/or reviews documents for program development; produces accurate schedules, catalog information, and program publicities; consults with the supervisors and directors to design a schedule of services to meet the needs of students and the community; reviews assignment of staff to services, monitors schedules and workload for accuracy throughout the semester; assures accurate and timely attendance reporting for programs offered in the assigned departments and programs.
14. 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.
15. 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, supplies, equipment orders, grant regulations, travel forms, student transfer forms, background checks and disciplinary records.
16. Exercises leadership and awareness of campus safety protocols, manages incident report forms, works closely with Campus Police, Human Resources, and Behavioral Counseling Services as it pertains to student conduct, rights, and responsibilities.
17. Develops, updates, and implements comprehensive student conduct processes that are aligned with national standards, best practices, and federal and state laws; serves as a student conduct officer enforcing Standards of Student Conduct and ensuring due process is met while administering an effective program of student conduct and conflict resolution; conducts timely and comprehensive reviews of student conduct processes, procedures and policies, consulting with faculty, staff and administrators as needed.
18. Prepares, accepts, evaluates, investigates, adjudicates and makes recommendations for sanctions (up to and including expulsions) for cases of student misconduct in accordance with appropriate District policies and procedures.

19. Leads efforts to develop and implement educational marketing materials and engages campus community related to issues of Student Code of Conduct, judicial affairs process, free speech and civility.
20. Directs the Student of Concern (SOC) Team in cooperation with Behavioral Health & Wellness, Palomar College Police Department, Case Manager, and Human Resource Services (Title IX) while working with the Disability Resources Center, Veterans Resources Center, Athletics, LGBTQIA+ Center, Rising Scholars, other Deans, and administrators.

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. Administration, managerial and leadership principles and practices.
2. Higher education in community colleges, including the mission of the California Community Colleges.
3. Title IX, Clery Act, FERPA, and HIPPA laws, regulations, and principles.
4. Trauma-informed care practices and application to support student success.
5. Due process procedures, conflict resolution and case management.
6. Organization, operations, policies, and objectives of a community college.
7. 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.
8. Policies, objectives, rules, regulations, requirements, and restrictions of assigned programs and activities.
9. Comprehensive program development principles, practices, and processes.
10. Public relations principles and practices, including the use of tact, patience, and courtesy.
11. Statewide grant principles, practices, and methodologies.
12. Budgeting principles and practices.
13. Adult learning theory and learning styles.
14. Multiple methods of program delivery and evaluation.
15. Enrollment planning and scheduling processes.
16. Developments, initiatives, and innovations in community colleges.
17. Grant funding sources, oversight, and compliance.

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, working cooperatively and coordinating projects to provide effective and efficient services to students.
5. Developing, analyzing, and maintaining multiple department budgets within a division.

6. Interpreting complex data and information.
7. Reading, interpreting, applying, explaining and maintaining current knowledge of rules, regulations, requirements, restrictions, policies, and procedures.
8. Communicating clearly and concisely, both orally and in writing.
9. Accurately analyzing and effectively responding to all situations/incidents using sound judgment and decision-making skills including mediating difficult and/or hostile situations.
10. Planning, organizing, developing, and evaluating services, programs and activities to include planning and facilitating commencement.
11. Meeting schedules and timelines while planning and organizing work and developing goals and priorities.
12. Speaking in public.
13. Collaborating with staff to generate ideas, set goals, and make decisions.
14. Developing and modifying program development to meet student and community needs.
15. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
16. Working with a variety of individuals from diverse and multicultural backgrounds while promoting diversity, equity, inclusion, access, and anti-racism.
17. Developing grant and/or special project applications.
18. Maintaining accurate and complete records.
19. Leading programs for high-risk student populations, working with low income, first generation, and or ethnically diverse students.
20. Maintaining confidentiality and exercising discretion.
21. Responding appropriately to various emergency situations.
22. Organizing and chairing meetings, leading workshops, facilitating group discussions, and involving staff in idea generation, goal setting and decision-making.
23. Organizing multiple projects and carrying out required project details throughout the year.
24. Evaluating and supporting staff recommendations for program improvements and/or new program efforts.
25. Managing and overseeing specially funded programs.
26. 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:

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 is required.

License and/or Certificate:

Possession of a valid California driver's license.

Preferred Qualifications:

- Administrative experience in student services, specifically in higher education.

- Experience in case management, social work, basic needs programing for students, and community services and resourcing.
- Experience in educational judicial affairs and understanding of student rights and responsibilities.
- Experience with developing and maintaining partnerships with community-based agencies and organizations that serve underserved populations.
- Experience with developing and providing prevention and intervention strategies and programs, and reducing barriers preventing college students from completing college.

WORKING CONDITIONS.

Environmental Conditions:

The employee works under typical office conditions with extensive exposure to computer screens and frequent contact with faculty, students, family members, staff of other departments and the public, some of whom may be upset or angry.

Physical Conditions:

Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires frequent travel to District and other locations.

TERMS OF EMPLOYMENT.

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

The person holding this position is considered a 'Mandated Reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in District Policies and Administrative Procedures.

The person holding this position is considered a 'Responsible Employee' under Title IX of the Educational Amendments Act of 1972 and is required to report to the College's Title IX Coordinator all relevant details reported to them about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.