



JOB TITLE: ASSOCIATE DEAN OF COUNSELING AND STUDENT SUCCESS

Classification: Academic Administrator Retirement Type: STRS*
Salary Range: 13 Revised/Board Approved: April 15, 2019

BASIC FUNCTION:

Under the direction of the Dean, the Associate Dean of Counseling and Student Success assists in the administration of division operations and programmatic implementation of counseling-related initiatives outlined in the Student Equity and Achievement (SEA) Program.

REPRESENTATIVE DUTIES:

Assist the dean with leading the division including the development of long-range plans, goals, objectives, and fiscal resources. Support efforts of the Dean in the development and maintenance of student service programs, schedules, and/or division policies and procedures as needed. Assist in organizing committees for hiring faculty and staff.

Work directly and cooperatively with faculty, staff, students, supervisors, administrators, and advisory councils and/or groups to coordinate programs and services that meet student needs (i.e., services for students written in the SEA Plan, Guided Pathways, and the Counseling Program Review initiatives.)

Resolve conflicts and/or issues in accordance with College policies. Handle student petitions, complaints, and requests and adjudicate student concerns as needed. Manage personnel issues involving faculty and/or staff and facilitate resolutions.

Interpret, enact, and monitor the initiatives outlined in the Student Equity and Achievement (SEA) Program. Supervise employees to ensure that orientation, placement, student education plans, counseling/advising, and follow-up services for students are rendered in compliance with district policies and procedures, and state requirements.

Monitor the SEA budget to ensure that all expenditures are consistent with the plan and funding guidelines of the State. Support preparation of the annual SEA Plan and budget and ensure its on-time submission to the California Community Colleges Chancellor's Office.

Coordinate and implement programs that align the College's Student Success initiatives with closing student equity gaps and achieving the goals of Guided Pathways.

Manage the process for academic and progress probation and trouble-shoot student retention issues relating to loss of priority registration and/or fee waivers.

Prepare and edit drafts of the Annual Performance Report for review by the Vice Presidents and assist in completing required Annual Performance Reports.

Ensure that the services rendered to students are properly recorded each term for Management Information System submission purposes and validate the accuracy of data to be submitted.

Collaborate with Information Technology Services to explore and implement computer hardware and software programs to meet the goals outlined in the SEA Plan and Guided Pathways. Implement educational planning software and ensure that the system remains up-to-date with the College's curriculum requirements in coordination with counseling faculty. Coordinate training on systems and programs for all counselors.

Work closely with applicable stakeholders in developing proposals for grants and contract support. Coordinate and align work with other complimentary grants.

Ensure compliance with statewide Multiple Measures Assessment and validate for disproportionate impacts on underrepresented populations.

Hire, supervise, and evaluate classified personnel. Provide training to ensure compliance with policies, procedures, and regulations and to provide excellent customer service. Supervise counselors assigned to carry-out services outlined in the College's SEA and Guided Pathways plans.

Participate in and travel to professional development functions locally and throughout the state to ensure compliance with state and institutional policies, procedures, and regulations.

Collaborate with the Office of Marketing & Communications to develop, maintain, and update materials to inform students of the requirements of the Student Equity and Achievement Program.

Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

Represent the Dean in their absence at college meetings, committees, and other official functions as requested.

Perform other related duties and responsibilities as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Master's Degree in counseling, psychology, educational or career counseling, or related discipline and two years of direct work experience in Student Services including one year in a coordinating or supervisory capacity.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of higher education in community colleges, including the mission of the California Community Colleges.

Student Equity and Achievement Program regulations and implementation strategies

Policies and regulations pertaining to assigned counseling and student services functions.

Technological advancements and their application to counseling and student services.

Development, implementation and monitoring of budget; resource development.

Principles and practices of effective management, supervision, and training.
Planning processes, including an understanding of key performance indicators, goals and measurable objectives, and how to write them.

Abilities/Skills:

Demonstrate sensitivity to and understanding of college students that come from diverse academic, socioeconomic, ethnic and racial backgrounds.

Develop positive rapport with assigned personnel to develop a sense of teamwork.

Interpret, apply, and enforce federal, state, and institutional policies, procedures, and regulations.

Work independently on complex issues and processes.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate computer hardware, computer software, and other appropriate office equipment.

Analyze situations accurately and adopt an effective course of action.

Interpersonal skills using tact, patience and courtesy.

Effective collaboration, communication, and consensus-building techniques.

Licenses or Other Requirements:

Valid California driver's license

WORKING CONDITIONS:

May be required to drive to off-site locations periodically.

Move from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Diverse work environment.

Ability to lift up to 25 pounds.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.