

DEAN, COUNSELING

JOB SUMMARY

Under the direction of the area administrator, plan, supervise, assess, and evaluate academic functions, programs, and services that may include, but are not limited to, curriculum support, class schedule and college catalog production, dual enrollment, concurrent enrollment, faculty workload assessment, faculty governance support, statewide reporting requirements related to instruction, input and support of required information into district technology resources, and leadership of special areas & programs not assigned to another Dean. Additionally, the Dean, Counseling provides leadership for the effective use of resources to enhance academic planning, student access and success, and overall academic quality. The position provides complex administrative support to the Vice President of Student Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Promote effective student learning for assigned areas, and promote instructional methods for their enhancement and improvement.
2. Contribute to the development of the instructional class schedule for assigned areas as well as for off-campus centers, within established parameters.
3. Assist the Vice President in the development of staffing priorities for assigned areas; supervise, direct, train and evaluate the work of assigned personnel, including faculty, staff, and administrators; recommend personnel actions as needed; delegate and review assignments and projects; anticipate, prevent, and resolves conflicts under areas of responsibility.
4. Serve as administrative resource person for the College Curriculum Committee.
5. Develop and recommend to the Vice President the instructional budget for assigned areas.
6. Promote the development and implementation of professional development activities to encourage its implementation.
7. Provide administrative support to Student Equity under the leadership of the Vice President of Instruction and the Vice President of Student Services.
8. Assist, as assigned, in the preparation of publications.
9. Establish and promote a liaison between college programs and local schools and colleges.
10. Implement and coordinate the planning and review of the education programs and services for assigned areas.
11. Assume responsibility for developing, implementing, coordinating, and reporting functions for categorically funded programs for the disciplines assigned.
12. Assist in the creation and interpretation of campus-based reports for effective decision making.
13. Work in collaboration with other administrators and faculty to develop, schedule, and support

distance education programs and classes based at the campus.

14. Work collaboratively with Student Services and Instructional Services administration and supervisors to integrate, coordinate and evaluate the Instructional Services administrative component of the Dual Enrollment, Early College, and Middle College programs.
15. Balance multiple competing priorities in developing integrated short and long-term plans for optimal use of district resources.
16. Serve on related participatory governance and operational committees and workgroups; represent the college with community groups as appropriate.
17. Assess and evaluate assigned programs and initiatives using outcomes-based measures.
18. Participate and contribute to the district's enrollment management efforts.
19. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. State of California and federal regulations regarding the array of disciplines assigned.
2. Distance learning and their applications to the community college.
3. General fund and categorical budgeting processes; financial and statistical record-keeping techniques.
4. Practices of employee supervision, training, evaluation principles, recognition, and progressive discipline.
5. Appropriate organizational and management practices and processes.

Skills in:

1. Problem solving.
2. Written and oral communication; oral and written language usage, grammar, spelling, punctuation and vocabulary.
3. Interpersonal relations and customer service.

Ability to:

1. Forecast and plan education programs.
2. Read, interpret, apply, and explain laws, guidelines, and regulations.
3. Develop and implement innovative student success programs utilizing alternative funding sources.
4. Develop and maintain accurate records and reports.
5. Prepare and deliver oral presentations and training.
6. Work with diverse student, staff, and community populations.
7. Establish and maintain cooperative and effective working relationships with others.
8. Demonstrate 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.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Master's degree; AND
2. One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment; AND
3. An understanding of management information systems, planning, or other systematic decision-making processes; AND
4. Experience with management information software such as Colleague/Datatel and ability to problem solve data integrity issues; AND
5. Commitment to the philosophy and value of institutional shared governance based upon a genuine sharing of responsibility.

DESIRED QUALIFICATIONS

1. One (1) year of teaching experience at the post-secondary level
2. A Doctorate degree
3. Professional administrative leadership experience in the development, organization, management of instructional programs, services or workforce development

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Primary function requires sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to lift or move 40 pounds; to operate office equipment requiring repetitive hand movements and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information in person and on the telephone.

Vision

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing

Hear in the normal audio range with or without correction.

Environment

Work is performed primarily in a standard office setting and may travel from site to site. The incumbent must be able to work in a fast paced office environment with background noise and a high stress level.