

DESERT COMMUNITY COLLEGE DISTRICT

DEAN, COUNSELING SERVICES

THE POSITION

The Dean of Counseling Services is an Educational Administrator position as designated by the Board of Trustees of the Desert Community College District. The Dean is charged by the Board of Trustees with the satisfactory implementation of Board policy and District or college procedures as applicable to the position. In addition, the Dean is expected to make appropriate recommendations for modifications, additions, or deletions in policy and/or through the appropriate reporting authority.

Under the direction of the Vice President, Student Success, provide leadership, coordination, and vision among the staff who serve within selected student programs and services, including Counseling, Matriculation and Student Success services, TRIO, Extended Opportunity Programs and Services (EOPS), Cooperative Agencies Resources for Education (CARE), Disabled Students Programs and Services (DSPS), California Work Opportunity and Responsibility to Kids (CalWORKs), Foster Youth Services, Transfer Center, Veterans Services, International Education, and other related duties and responsibilities as assigned. Manage, coordinate, and evaluate the services offered, the faculty, other personnel, and the facilities comprising the areas of responsibility. Coordinate and evaluate instructional programs assigned to programs within the division.

REPRESENTATIVE DUTIES

1. Coordinate and supervise the counseling and student support programs, services, and staff in collaboration with the Office of the Vice President of Student Success.
2. Work closely with program leaders to evaluate student needs, external requirements and regulations, and current trends to develop program modifications and improvement.
3. Monitor effectiveness of counseling and student support programs.
4. Interpret county, state, and federal policy and legislation governing the administration and regulations of student support services.
5. Coordinate program elements and services with regulatory and other external agencies.
6. Manage, direct, assign, and evaluate the work of faculty, counselors, classified supervisors, and other support staff in the areas of responsibility, which include: TRIO, EOPS, CARE, DSPS, CalWORKs, Foster Youth Services, Matriculation and Student Success services, Transfer Center, Veterans Services, and International Education.
7. Provide a comprehensive counseling program, including program development and articulation with feeder schools, transfer institutions, student advisement, placement, career planning, and registration.
8. Work to integrate Counseling with other student service and instructional programs to address and meet student needs.
9. Ensure development of policies and procedures relating to counseling programs and services.
10. Maintain liaison with the Office of Institutional Research and the Office of Information Technology in the areas of assessment, student evaluation, institutional research, and evaluation.
11. Provide training to employees, as appropriate, in work procedures, standards, and safety practices.
12. Prepare budget estimates; administer and monitor approved budgets.
13. Compile and report information related to the division's programs to include Program Review, progress indicators, Service Area and Student Learning Outcomes, and special projects.
14. Recommend staffing and equipment needs for program areas, anticipate future needs, assist with grant preparation and program fund applications, and ensure compliance with requirements.

15. Responsible for the selection, supervision, development, and evaluation of faculty, management, and support staff assigned to the area.
16. Understand information technology and support the fundamental changes that are emerging with expanded use of technologies in the educational environment.
17. Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
18. Participate in governance structure through committee memberships.
19. Develop and maintain effective relationships with college faculty, administrators, and staff as appropriate to assigned duties.
20. Regularly schedule and chair staff meetings and special meetings as needed; serve on regular and special committees as assigned by the Vice President of Student Success; represent division concerns and needs to the Vice President of Student Success; participate in the Student Services Administrative Committee; work effectively and cooperatively with faculty, staff and leadership administrative team members.
21. Other duties and responsibilities as assigned.

REQUIRED PROFICIENCIES

Knowledge, experience, and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE AND ABILITIES

The Dean must have the ability to exercise honesty, consistency, and sound judgment in the performance of duties; ability to work in the interests of the college as a whole; ability to work in a shared governance setting; understanding of community college students, their diverse ethnic and cultural backgrounds, and the wide variety of their ages and educational goals as found on a community college campus, and a demonstrated ability to work with people from this diverse population. Ability to become familiar with, or ability to quickly gain knowledge of, state and federal laws relating to community college admissions, records, and financial aid. Strong verbal, written, and interpersonal communication skills; communicate effectively with diverse constituencies, within and outside the District. Demonstrated organizational skills and management expertise including successful personnel and budget management. Ability to implement and oversee utilization and maintenance of computerized student database systems. Develop and articulate a vision for a community college learning-centered Counseling Services division. Plan, organize, direct, administer, review, and evaluate services within the division. Ability to serve as an effective leadership team member.

MINIMUM QUALIFICATIONS

The Desert Community College District has established the following hiring criteria for all educational administrative positions:

Minimum qualifications for service as an Educational Administrator shall be both of the following in accordance with Title 5, Section 53420:

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibility.

EMPLOYMENT STATUS

Educational Administrator

Approved February 10, 2017
Leadership XI