DEAN OF COUNSELING AND EDUCATIONAL SUPPORT SERVICES
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Dean of Counseling and Educational Support Services provides leadership and direction for programs and services related to transfer, general education coursework, student success initiatives, matriculation, disabled students, outreach and high school relations.

SCOPE

Under the general direction of the Vice President, Student Services, the Dean of Counseling and Educational Support Services provides leadership and direction for Counseling, Puente, Transfer and Career Services, Matriculation, Assessment, Outreach, Disabled Student Programs & Services, Learning Skills, International Students and other student services initiatives. The dean directs, supervises and evaluates faculty and staff relative to areas of assignment.

EXAMPLES OF DUTIES: Duties include but are not limited to the following:

1. Manages, evaluates and coordinates assigned faculty and staff in compliance with federal, state and legal requirements, district policies, contractual obligations and sound instructional principles and procedures. (E)
2. Oversees district matriculation activities. Supervises assessment, research and evaluation and requisite validation. (E)
3. Directs programs and services related to disabled students. (E)
4. In collaboration with the Office of Planning, Research and Knowledge Systems, directs and conducts research regarding student success and transfer. (E)
5. Oversees transfer and general education curricula in the student services component with regard to program development, review and evaluation. (E)
6. Collaboratively develops initiatives and services with instruction to support student success. (E)
7. In cooperation with faculty, develops requests for financial support for transfer education from public and private sources. (E)
8. Examines, evaluates and makes recommendations for potential technological innovations that improve support for students. (E)
9. Serves as liaison with K-12 representatives for K-16 collaborations. (E)
10. Directs the preparation and management of the budgets for assigned areas of responsibility. (E)
11. Trains, supervises, evaluates performance and provides leadership to assigned academic and classified employees. (E)
12. Prepares a variety of reports and correspondence appropriate to assignment. (E)
13. Represents the district at off-campus meetings and conferences in relationship with other educational institutions and community organizations. (E)
14. Develops, monitors and implements area goals and objectives. (E)
15. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate. (E)
16. Interprets and performs assignments in compliance with pertinent federal, state and local laws, and contractual regulations relative to area(s) of assignment. (E)
EXAMPLES OF DUTIES (continued)

17. Chairs and serves on various college committees and participates in professional organizations as appropriate to assignment.

18. Performs related duties as required or assigned.

(E) = designates an essential function

QUALIFICATIONS

Education and Experience:

- A Master’s degree from an accredited college or university, and approximately three years of increasingly responsible experience as an academic administrator and four years of successful college teaching and/or counseling experience
- Familiarity with statewide matriculation policy and requirements
- Demonstrated commitment to serving students with diverse backgrounds, interest, goals and abilities
- Demonstrated competence in program planning and evaluation, fiscal and program management and employee contract administration
- Demonstrated expertise in the teaching and learning process
- Demonstrated competence in development and evaluation of student support services and programs and professional personnel
- Demonstrated effectiveness in leading and motivating faculty and staff in a collegial and dynamic shared governance environment
- Demonstrated commitment to staff diversity and equal opportunity
- Successful experience which demonstrates the ability to perform the duties listed above

Knowledge and Abilities:

- Knowledge of and commitment to the mission of a comprehensive community college
- Knowledge of design, analysis and reporting of higher educational institutional research
- Knowledge of technology used in educational programs and services
- Ability to communicate effectively verbally and in writing
- Ability to work effectively with groups of diverse ethnic and educational backgrounds
- Ability to effectively promote educational programs and services innovation
- Ability to exhibit leadership in program and budget management and planning
- Ability to perform consistently under the pressure of deadlines and other administrative demands
- Ability to effectively train, supervise and evaluate faculty and staff; and the ability to work cooperatively with others.

LICENSES AND OTHER REQUIREMENTS

- Valid California driver's license
WORKING CONDITIONS

Environment:

- Office environment

Physical Demands:

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Seeing to read and analyze financial and statistical reports

AUTHORITY/RESPONSIBILITIES

The Dean of Counseling and Educational Support Service provides leadership and is responsible for supervising, training and evaluating assigned faculty and staff.

Established:  April 5, 1999
Revised: October 4, 2004
Revised:  November 22, 2011