

TITLE	CLASSIFICATION	SALARY RANGE
Dean, Student Services, Petaluma	Management Team Educational Administrator	31

**SCOPE OF POSITION:**

Under the direction of the Vice President, Petaluma Campus, plan, organize, and direct Campus-wide student services operations, activities, departments and programs in coordination with faculty and staff; coordinate and direct communications, staff, resources, schedules and information to meet the student services needs of the Campus and enhance the educational effectiveness of designated departments, programs and services; serve as Student Services administrator for the campus and associated off-campus locations; supervise and evaluate the performance of assigned faculty, management, and classified staff.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Serve as Student Services administrator, leading the division of student services at Petaluma, providing vision, planning and leadership to programs and personnel and to a full array of student services offices; create and implement the student services master plan, providing for the planning, development and implementation of programs, services, strategies, processes, systems, projects, schedules, goals and objectives.
2. Oversee the tenure review process for assigned faculty and programs; coordinate tenure teams, meetings, class observations and timely completion of required documentation.
3. Supervise and evaluate the performance of assigned managers, classified staff, and students employed in student services; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements and procedures.
4. Participate in District-wide management of student services through appropriate committees and task forces; oversee implementation of district-wide student services initiatives at SRJC Petaluma; oversee Student Success and Student Equity initiatives at SRJC Petaluma.
5. Oversee South County Outreach personnel and activities, including equity initiatives; collaborate with South County school districts to create collaborative endeavors, such as transition programs, and concurrent enrollment programs.
6. Provide for the administration of student conduct policies, investigations and adjudications and discipline sanctions; conduct Title IX sexual assault investigations and prepare related recommendation reports; provide information to the District police; consult with District's legal counsel on matters of sexual misconduct or student conduct and criminal matters; and maintain compliance files and student conduct records.
7. Serve as lead campus administrator and Ombudsman for student complaints and grievances; provide objective conflict resolution services for students, staff and faculty; ensure compliance with community college, State and Federal laws and guidelines including applicable sections of the Education Code, Title 5, Office of Civil Rights guidelines, Title IX and District policies and procedures.
8. Establish and maintain timelines and priorities for student services; ensure that related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

9. Provide consultation and technical expertise to faculty, staff, students and external agencies and others concerning student services operations and activities; respond to inquiries, resolve issues and provide detailed and technical information concerning student services standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, policies and procedures.
10. Coordinate programs, services and communications between personnel, administrators, departments, programs, educational institutions, businesses, outside agencies, governmental organizations, students and the public; establish and maintain partnerships in support of student services activities.
11. Coordinate, develop, implement and conduct training and professional development activities and orientations concerning assigned student services, and allied instructional programs and departments.
12. Oversee, develop and prepare Program Resource and Planning (PRPP) materials for student services; direct and participate in the preparation and maintenance of a variety of records, reports and files related to assigned activities; assure mandated reports are submitted to appropriate local, State and Federal agencies according to established time lines.
13. Participate in the development and preparation of the budgets for student services operations, activities and programs; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; review, evaluate and authorize budget requests.
14. Ensure adequate resources and personnel to meet the needs of assigned programs and services; direct related procurement and purchasing functions; initiate personnel transactions such as hiring activities.
15. Collaborate with Vice President and appropriate Deans related to instruction and enrollment management and campus-wide initiatives and events.

**KNOWLEDGE OF:**

1. Planning, organization and direction of student services and instructional operations, activities, departments and programs.
2. Curriculum standards, requirements, interpretation and application.
3. College, State and Federal standards and requirements governing instructional programs.
4. Techniques, theories, and strategies related to student development and assigned student services and associated instructional programs and departments.
5. Title IX regulations and applicable sections of the California Education Code.
6. Hiring and evaluation procedures and local, State and federal employment codes, laws and regulations.
7. Preparation of grant proposals, contract and subcontracts.
8. Interpreting and enforcing faculty and classified bargaining contracts.
9. Program review and evaluation processes.
10. Curriculum and program development.
11. Educational trends, accreditation standards, and State-wide initiatives.
12. Budget preparation and control.
13. Oral and written communication skills.
14. Principles and practices of administration, supervision and training.
15. Applicable laws, codes, regulations, policies and procedures.

**ABILITY TO:**

1. Plan, organize, control and direct the student services and allied instructional operations, activities, departments and programs.
2. Interpret, apply and explain rules, regulations, policies and procedures.
3. Establish and maintain cooperative and effective working relationships with others.
4. Direct the maintenance of a variety of reports, records and files related to assigned activities.
5. Lead and implement strategic planning.
6. Effectively train, supervise and evaluate assigned staff.
7. Demonstrate sensitivity to, and respect for, a diverse population.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

**EXPERIENCE:**

One year of formal training, internship or leadership experience reasonably related to this assignment.