

TITLE: Dean, Student Support Programs

CLASSIFICATION: Management Team – Educational Administrator (District and Categorically Funded)

SALARY RANGE: 31

SCOPE OF POSITION:

Under the direction of the Vice President, Student Services/Assistant Superintendent, plan, organize, and direct District-wide student support programs including but not limited to: Extended Opportunity Program and Services (EOPS); Cooperative Agency Resources for Education (CARE) and the Cooperating Agencies Foster Youth Educational Support (CAFYES); CalWORKs; Bear Cubs Scholars Program; and the District's Summer Bridge Program. Interpret and implement complex governmental policies and procedures; oversee program budget development and monitoring; train, supervise and evaluate the performance of assigned faculty and 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. Oversees the planning, organization and direction of the District-wide activities of EOPS/CARE/CAFYES programs, CalWORKs, Bear Cub Scholars programs including academic counseling, and advising.
2. Leads the implementation and coordination of the District's Summer Bridge program; collaborates with Academic Affairs to coordinate instructional services for the Summer Bridge program as well as other departments within Student Services.
3. Collaborates with District programs and partnering agencies; prepares materials for and attends District and partnering agencies meetings.
4. Collaborates and meets with legislators, social services representatives, State and national advocacy groups regarding issues, policies and practices related to the Temporary Assistance to Needy Families (TANF) population, EOPS/CARE/CAFYES, foster youth population, and other services related to student support programs.
5. Trains, supervises and evaluates the performance of assigned faculty and staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.
6. Implements and completes applications and updates for the Eligible Training Provider List (ETPL) which provides employment training resources for adults and dislocated workers.
7. Leads the formulation and development of policies, procedures and programs. Plans, organizes and implements long and short-term programs and activities designed to develop assigned programs and services.
8. Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to faculty and staff and assigned activities; prepares proposals, PAF's and program plans.
9. Communicates with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information; collaborates with various departments and outside agencies to advocate for student equity and promote institutional efforts to improve academic success and program completion of underrepresented students.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Oversees the development and preparation of the budget for EOPS/CARE/CAFYES programs, and CalWORKs; analyzes and reviews budgetary and financial data; administers program budgets according to established guidelines; and authorizes expenditures in accordance with established limitations; links program planning and budgeting through the implementation of Program Review.
11. Develops and prepares the Memorandum of Understanding (MOU) and budget for collaboration with partnering county agency (Sonoma WORKS).
12. Monitors schedules and budget for Basic Computer Lab faculty who are assigned to Goodwill Industries of the Redwood Empire as part of the Sonoma WORKS MOU.

KNOWLEDGE OF:

1. County, State and Federal Department of Social Services (TANF/CalWORKs) policies, requirements and guidelines.
2. Local, State and federal employment policies.
3. Student financial aid procedures and policies.
4. Budget preparation and control.
5. Oral and written communication skills.
6. Principles and practices of administration, supervision and training.
7. Applicable laws, codes, regulations, policies and procedures.
8. Interpersonal skills using tact, patience and courtesy.
9. Planning, organization and direction of programs designed to assist disadvantaged students.
10. EOPS Title 5 laws, CAFYES SB1023 rules and regulations and implementation guidelines.

ABILITY TO:

1. Effectively train, supervise and evaluate the performance of assigned staff.
2. Communicate effectively both orally and in writing.
3. Interpret, apply and explain rules, regulations, policies and procedures.
4. Establish and maintain cooperative and effective working relationships with others.
5. Operate a computer and assigned office equipment.
6. Analyze situations accurately and adopt an effective course of action.
7. Collaborate with local public and private community agencies serving low income, ethnically diverse, foster youth English Language Learner (ELL), Incarcerated Students, Second Chance, and other high risk populations.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.
13. Work effectively with multiple funding source budgets.

MINIMUM 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 Human Resources, 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; must also meet minimum qualifications as defined by Title 5 for EOPS Director and shall have completed a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment and within the last four years, two years of full-time experience or the equivalent:

1. In the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or person handicapped by language, social or economic disadvantages; OR
2. As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.

Preferred:

Increasingly responsible experience in education, public administration, social work, student services or related programs.