

**TITLE: Senior Dean of Students**

**CLASSIFICATION: Management Team – Educational Administrator**

**SALARY RANGE: 34**

**SCOPE OF POSITION:**

Under the direction of the Vice President, Student Services/Assistant Superintendent, plan, organize, and direct operations, activities and services of the Office of Student Life and Retention Programs (OSL&RP); provide District-wide administrative leadership in the areas of Student Conduct/Discipline, Academic Integrity, Sustainability, Student Engagement, Equity & Retention and Free Speech; coordinate and direct communications, staff, resources, schedules and information to meet the needs of the program and enhance the educational effectiveness; participate in educational planning and program development; supervise and evaluate the performance of assigned 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. Plans, organizes, and directs designated operations, activities and services of OSL&RP; assists in establishing and maintaining OSL&RP time lines and priorities; ensures related activities to comply with established standards, requirements, laws, codes, regulations, policies and procedures.
2. Provides for the administration of student conduct policies, investigations and adjudications and discipline sanctions; ensures 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.
3. Serves as the District's Chief Sustainability Officer in providing administrative leadership for Strategic Plan Sustainability goals, initiatives and metrics and other related District projects and initiatives.
4. Serves as the senior advisor and credentialed administrator to the Associated Students organization; provides final approval of disbursements from student accounts.
5. Serves as the lead administrator for academic integrity policy and procedure throughout the District; enforce academic integrity and adjudication for cheating and plagiarism; provide on-going faculty and staff training and consultation.
6. Manages the operations of the Bertolini Student Center; oversees student center endowment activities, builds technology enhancements, plans facilities improvement projects, collaborates with food service staff and coordinates special events; serves as building safety administrator, including oversight of emergency preparedness.
7. Serves as lead administrator for large demonstrations and free speech events; collaborates with District Police and District legal counsel regarding demonstrations and events.
8. Participates in the oversight of Student Services (SS) technology programs; assists in the preparation of the SS technology plan; serve as liaison to SS managers; provides resource advocacy and procurement.
9. Provides consultation and technical expertise to faculty, staff, students and external agencies and others concerning student rights and responsibilities; provides detailed and technical information concerning OSL&RP services, programs and related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, policies and procedures.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

10. Serves as lead administrator of Day Under the Oaks operations for the District's annual open house and community education fair; collaborates with public relations in preparation for the annual event.
11. Coordinates and directs staff, resources, schedules and information to meet the instructional needs of OSL&EP and enhance the effectiveness of designated programs and services; collaborates with the Vice President in the planning, development and implementation of programs, services, strategies, processes, systems, projects, schedules, courses, goals and objectives; develop the Program and Resource Planning Process (PRPP) report for program review and resource planning and prioritization.
12. Supervises and evaluates the performance of assigned classified staff, in OSL&RP; interviews and selects employees and recommend transfers, reassignments, terminations and disciplinary actions; coordinates work assignments and schedules and reviews work to ensure compliance with established standards, requirements and procedures.
13. Coordinates programs, services and communications between faculty, staff, departments, educational institutions, businesses, external agencies, governmental organizations, students and the public; establishes and maintains partnerships in support of OSL&RP activities.
14. Participates in the development and preparation of the OSL&RP budgets, Student Life trust account budgets, student government and club trust accounts and student categorical funds; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established limitations; review, evaluate and authorize budget requests.
15. Ensures adequate resources and personnel to meet the needs of assigned programs and services; directs related procurement and purchasing functions; initiates personnel transactions such as hiring activities.

**KNOWLEDGE OF:**

1. Planning, organization and direction of the operations, activities, programs and services of the OSL&RP.
2. Legal and regulatory issues in the community college system including applicable local, state and federal laws and regulations governing the delivery and maintenance of student services including Title 5, Education Code, Title IX, FERPA and laws and court decisions governing the 1st Amendment.
3. Principles of student conduct adjudication.
4. Principles of college student development; pedagogical theory and practice.
5. Theory and application of mediation strategies.
6. Budget preparation and control.
7. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Determine appropriate response in controversial and/or crisis intervention situations.
2. Develop training programs and materials for student leadership development.
3. Apply learning strategies in pedagogical environments.
4. Effectively train, supervise and evaluate the performance of assigned staff.

**ABILITY TO – Continued**

5. Direct the maintenance of a variety of reports, records and files related to assigned activities.
6. Establish and maintain cooperative and effective working relationships with others.
7. Communicate effectively both orally and in writing.
8. Interpret, apply and explain rules, regulations, policies and procedures.
9. Demonstrate sensitivity to, and respect for, a diverse population.

**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.

*Experience:*

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