



**TITLE: Dean, Counseling and Support Programs**

**CLASSIFICATION: Management Team – Educational Administrator**

**SALARY RANGE: 31**

**SCOPE OF POSITION:**

Under the direction of the Vice President, Student Services/Assistant Superintendent, plan, organize, and direct District-wide instructional operations and the activities of the Counseling Department services and programs; coordinate and direct communications, educational planning activities, program development functions, courses, curriculum and other information to meet District and student needs to enhance the educational effectiveness of assigned programs and services; supervise and evaluate the performance of assigned faculty, managers 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. Plans, organizes, and directs Districtwide Counseling operations. Including but not limited to: instructional operations, activities of assigned special programs within the Counseling Department, including but not limited to Rising Scholars Network and related programs and learning communities, Transfer Center, and Articulation Office.
2. Establishes and maintains Counseling timelines and priorities for assigned instructional and support programs; initiates goals and objectives consistent with the mission and goals of the District and participates in the planning and program development for the programs assigned to the Counseling areas; ensures that related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, and policies and procedures.
3. Oversees the tenure review process for Counseling and Transfer departments; coordinates tenure review teams, meetings, class observations and timely completion of required documentation.
4. Coordinates and directs educational planning activities, program development functions, courses, curriculum and information to meet College and student needs and enhance the educational effectiveness of assigned instructional subject areas; directs the development and implementation of programs, services, plans, strategies, processes, projects, courses, goals and objectives; develops the Program and Resource Planning Process (PRPP) report for program review, resource planning and prioritization.
5. Supervises and evaluates the performance of assigned faculty and staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; coordinates faculty and staff work assignments and schedules and reviews work to ensure compliance with established standards, requirements and procedures.
6. Collaborates with faculty on curriculum development and review including the development and assessment of student learning outcomes; develops schedule of classes and monitors enrollments and faculty loads; monitors, analyzes and adjusts courses in response to student needs; recommends course amendments and curriculum changes as appropriate.
7. Administers and monitors instructional programs and courses to ensure compliance with established curriculum standards and requirements; directs and participates in the development, analysis, implementation and enhancement of curriculum standards; coordinates activities and professional development functions to enhance faculty understanding of curriculum standards and requirements.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

8. Evaluates MIS data elements and oversees District data collection and reporting processes related to activities within Counseling Department to ensure compliance with State requirements; reviews statistics and prepares reports to provide analysis for and recommendations to the District for improvement.
9. Leads and coordinates facilities planning for assigned programs.
10. Collaborates with and supports the District-wide student equity and retention initiatives.
11. Collaborates and coordinates with the Student Support Programs area including EOPS, CalWORKs, and other programs.
12. Provides consultation and technical expertise to students, staff, faculty, administrators, external agencies, and others concerning Division/Department operations and activities; coordinates and directs internal and external communications concerning assigned programs and services; receives, reviews, facilitates and ensures proper and timely resolution of student, staff, faculty, administrative, department, and program issues, and complaints.
13. Leads the development and preparation of Counseling Department budgets; analyzes and reviews budgetary and financial data; authorizes expenditures in accordance with established policies and procedures; prepares and submits budgetary reports to the District and the State; researches, obtains and maintains grants and other funding sources.
14. Collaborates with the Institutional Effectiveness & Research Planning (IERP) to assess and evaluate programs and services of assigned areas.
15. Provides assistance to the Vice President, Student Services/Assistant Superintendent regarding instructional and support services; participates in the formulation and development of policies, procedures and programs.

**KNOWLEDGE OF:**

1. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
2. Curriculum and program development.
3. Educational trends, accreditation standards and State-wide initiatives.
4. Interpreting and enforcing faculty and classified bargaining contracts.
5. Program review and evaluation processes; evaluation methodologies related to instructional and support programs.
6. Counseling mediation techniques.
7. Budget preparation and control.
8. Oral and written communication skills.
9. Principles and practices of administration, supervision and training.
10. Applicable laws, codes, regulations, policies and procedures in assigned areas, including, but not limited to FERPA, MIS data reporting, and standards of assessment and related local policies and procedures.

**ABILITY TO:**

1. Lead and implement strategic planning.
2. Plan, organize, control and direct designated instructional and student support operations, activities, programs and services in a participatory governance environment.
3. Advocate for the District's Counseling and Special Programs and services.

**ABILITY TO – Continued**

4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Direct the maintenance of a variety of reports, records and files related to assigned activities.
7. Effectively train, supervise and evaluate assigned staff.
8. 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 a current SRJC faculty discipline.

*Experience:*

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