

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DEAN/COUNSELING DIVISION**

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice President of Academic Affairs for the leadership and administration of all aspects of the Division including the design, delivery, and staffing of educational, career, and personal counseling and guidance services to students; supervises the Transfer Center, Career/Life Planning Center, Latina Center, District Graduation Office, the District testing program, matriculation program components related to assessment, counseling/advisement and student follow-up, and the graduation office; responsible for District-wide assignment and staffing of counseling classes; performs additional duties as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS

Supervises, staffs and evaluates educational, career, and personal counseling and guidance services in the Santa Ana service area; supervises the Transfer Center and the Career/Life Planning Center, the District testing program, matriculation program components related to assessment, counseling/advisement and student follow-up; initiates, reviews, approves, implements and evaluates department curriculum for District Division courses; supervises graduation office; keeps required records and makes required reports.

Reviews instructional programs and counseling services for compliance with applicable state and federal law, regulations and guidelines, District policy and procedures, and responsiveness to the needs of a culturally diverse community.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all Division personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the Division, and providing direction and assistance wherever a need for improvement is identified. Hires and assigns faculty for all Division classes and assures their timely evaluation.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DEAN/COUNSELING DIVISION (continued)**

STUDENTS

Responsible for the discipline of Division students, adjustment of grievances, problems and complaints, and reporting performance.

BUDGET/FUNDING

Responsible for preparation, submission and administration of budget for Counseling and Guidance Department, and components of the matriculation and testing programs.

PLANNING

Evaluates proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling, staffing and available facilities, supplies, equipment and materials; monitors enrollment, cancels and changes classes bases on utilization, and supervises the development of goals and plans for the Counseling and Guidance Division. Schedules and staffs counseling services.

COMMUNITY CONTACT/REPRESENTATION

A highly visible educational leader seeking positions of significant leadership in community institutions as well as community support organizations to secure resources and student services, and enhance the District's reputation as an institution.

OTHER PROFESSIONAL RESPONSIBILITIES

Participates in, supervises or advises on District committees and task forces and assists in District articulation and dissemination of related information.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, funding, staffing, scheduling, delivery and evaluation of Division programs.
- B. Supervise the performance of all personnel functions for assigned staff in the service area and hire staff for Division courses District-wide.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a master's degree and one year of formal training, internship, or leadership experience reasonably related to this administrative assignment, and possess the minimum qualifications to serve as a faculty member at the community college level.

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REQUIRED SKILLS AND QUALIFICATIONS (continued)

Required Skills: Ability to resolve conflicts and problems, evaluate staff, curriculum, and services, analyze and apply laws and policies, supervise staff, communicate effectively, and assure accuracy of records and reports.