

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DEAN OF COUNSELING AND STUDENT SUPPORT SERVICES**

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice President of Student Services for the leadership and administration of all aspects of the Division of Counseling and assigned student support programs. These duties include the development, delivery, and staffing of all academic, career and personal counseling, and related support services.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS

Supervises, staffs and evaluates academic, career, and personal counseling services; supervises EOPS, Transfer Center, Career/Life Planning Center, Job Placement Office, Assessment Center, Re-Entry Students/Women's Resource Center, College testing program; matriculation program components related to assessment, counseling/advisement and student follow-up; implements and evaluates department curriculum for Division courses; keeps required records and makes required reports; reviews instructional programs, counseling services, and support services for compliance and applicable state and federal law, regulations and guidelines, District policy and procedures, and responsiveness to the needs of our culturally and socioeconomically diverse community; performs additional duties as assigned.

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. Facilitates hiring, and assigns faculty for all Division classes and assures their timely evaluation.

STUDENTS

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

BUDGETING/FUNDING

Responsible for preparation, submission and administration of Division budgets.

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DEAN OF COUNSELING AND STUDENT SUPPORT SERVICES (continued)**

PLANNING

Evaluates proposed offerings, enrollment history, budget, program demand and requirements to determine the number and nature of offerings, scheduling, staffing and available facilities, supplies, equipment and materials; monitors enrollment, cancels and changes classes based on utilization; schedules and staffs counseling services in consultation with faculty and staff.

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 counseling and related student services.
- B. Supervise the performance of all assigned staff in the service area and hire staff for Division courses.
- C. Supervises implementation and compliance for categorically funded programs.

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, or a valid California Administrative or Supervisory Credential authorizing service at the community college level.

Desired Qualifications: Three years of supervisory experience in related Student Services program(s).

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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.