CERRITOS COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

CLASSIFICATION: Dean of Counseling Services

GRADE: 5 (Management Salary Schedule) 5/04/06

DEFINITION

Under the direction of the Vice President of Student Services, the Dean is responsible for the general management of the area of responsibility, develops and maintains programs and services that meet the needs of a highly diverse urban student population, encourages excellence in all division activities, and provides highly responsible and complex administrative support to the Vice President of Student Services.

DUTIES AND RESPONSIBILITIES

1. Leads, plans, supervises, coordinates and evaluates all programs and services in the division for effectiveness and efficiency.

2. Coordinates programs and services with other Student Services divisions and departments to ensure most effective staffing and service delivery.

3. Works with faculty to develop academic programs and curricula.

4. Provides leadership on behalf of Division employees for effectiveness in the teaching and learning process and in student success services and strategies.

5. Provides leadership in the new and emerging technologies in support of student success.

6. Provides leadership for and participates in the recommendation for selection of faculty and staff and supervises, motivates, trains and evaluates Division faculty and staff.

7. Supports a climate that promotes and expects innovation, cross-cultural effectiveness and improved service to students and the community.

8. Develops and implements plans, procedures, goals and objectives for the division in accordance with District policies and guidelines.

9. Chairs or serves on college committees; participates in local, regional, statewide, and national meetings; maintains compliance with division, district, state, and federal regulations; prepares and distributes required reports.

10. Develops and manages the approved Division budgets, including district funds, categorical funds and VTEA.

11. Provides leadership in developing and managing local, state and national private and government grants.

12. Develops, plans and implements work schedules to ensure necessary coverage during regular and peak periods and certifies all payrolls.
13. Prepares class schedule and teaching assignments, monitors enrollment and maintains class size.

14. Coordinates and provides input to maintain college catalog information.

15. Recommends allocation and adjustment of faculty release time.

16. Counsels students, including those referred for specialized assistance.

17. Maintains communications within college, with area high schools, other colleges and universities and community and public agencies.

18. Responsible for maintaining files, records, facilities, equipment and supplies.

19. Consults with faculty on and approves textbook adoptions and library acquisitions.

20. Certifies procedures for grade changes, late withdrawals, credit by exam, field trips, conference requests and staff development activity requirements.

21. Provides leadership and support for articulation to ensure agreements with four-year colleges are created, maintained and disseminated to college faculty, staff, and students as well as other colleges and agencies.

22. Leads, develops, and implements transfer services to encourage and facilitate student transfer to four-year institutions.

23. Works cooperatively with colleague administrators to provide integrated instructional and student services to benefit students.

24. Provides leadership in space and facilities planning.

25. Participates in and supports the accreditation process.

26. Develops partnerships with agencies and business, educational and governmental organizations as needed to respond to student needs.

27. Anticipates, prevents, mediates and resolves conflicts and problems under areas of supervision.

28. Prepares federal and state reports as required.

29. Performs other related duties as assigned.

QUALIFICATIONS

1. Minimum of a Master’s degree from an accredited college or university preferably with a major or concentration in counseling, psychology, social work, career development, or other reasonably related to the administrative assignment.

2. Minimum of one year of formal training, internship, or leadership experience reasonably related to the administrative assignment and one year of counseling experience.
3. Demonstrated knowledge and leadership experience in counseling services, curriculum and instruction, program development and evaluation, strategic and facilities planning, fiscal management, enrollment management, student retention and community relations.

4. Knowledge of current principles, trends, research and development in areas of responsibility.

5. Knowledge of and ability to develop and implement a plan of accountability for counseling services especially as related to matriculation.

6. Demonstrated expertise as a motivated and innovative leader in the teaching, learning, and student success processes; assessment; student learning outcomes; learning communities and application of technology.

7. Understanding, sensitivity and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the student, community and employee population.

8. Demonstrated effectiveness in leading and motivating faculty and staff collaboratively in a collegial and shared governance environment.

9. Ability to be a fair-minded, ethical and honest leader with excellent interpersonal and communication (oral and written) skills, and the courage and integrity to lead and accept responsibilities.

10. Personal characteristics that ensure effective working relationships with college faculty, staff, students, the Board and the community.

11. Understanding of and commitment to the philosophy and mission of community colleges.