CERRITOS COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION

CLASSIFICATION: Dean of Student Support Services

GRADE: 5 (Management Salary Schedule) (Educational Administrator)

DATE APPROVED: 5/16/06

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 and support services 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 state and federal financial aid funds, district funds, categorical funds.

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. Plans and develops outreach programs; determines needs and makes appropriate referrals and follow-up arrangements with relevant service agencies and local high school contacts; and encourages underrepresented and disadvantaged students to enroll in appropriate educational programs.

22. Manages various financial aid award packaging and accounting functions, and successfully coordinates delivery of services in coordination with College and external functional units and personnel in an integrated information management environment.

23. Promotes and supports developmental education, tutorial services, selected academic success strategies, learning communities and other motivational services to nurture a campus climate conducive to the success of educationally and socio-economically diverse current and prospective students.

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

25. Provides leadership in space and facilities planning.

26. Participates in and supports the accreditation process.

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

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

29. Prepares federal and state reports as required.

30. 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 focus reasonably related to the administrative assignment.

2. Minimum of one year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

3. Within the last four years, two years of experience or the equivalent:
   a. In the management or administration of educational programs, community organizations, government programs or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages or,
   b. As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.

4. Completion of a minimum of six units of college-level course work predominantly relating to ethnic minorities or persons handicapped by educational, language or social disadvantages.

5. Demonstrated knowledge and leadership experience in financial aid and Extended Opportunity Programs and Services, program development and evaluation, strategic and facilities planning, fiscal management, enrollment management, student retention and community relations.

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

7. Knowledge of and ability to develop and implement a plan of accountability for financial aid services and Extended Opportunity Programs and Services, especially as related to state and federal regulations.

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

9. 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.

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

11. 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.

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

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