

ASSOCIATE DEAN, COUNSELING

DEFINITION

Under the direction of the Dean of Counseling, manage, direct, plan and organize assigned, special programs and assist the Dean in oversight of the Counseling department. Responsibilities include administrative oversight for programs and efforts related to high school and community partnerships, learning communities, specialized student equity programs, evaluation of staff and faculty, grant writing, and fiscal management of grant, categorical, and college budgets; assuring compliance with-regulations, statutes, and guidelines specific to assigned programs; enhance the educational effectiveness of designated programs and services; assist the Division-wide planning and program development in accordance with the mission, goals and objectives of the College and Student Services; assist in the evaluation of faculty and staff; maintain communication with grant agencies and K-12 partners; and supervise and evaluate the performance of assigned faculty, classified personnel, and hourly employees.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, Counseling. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is an Associate Dean classification that assists in overseeing, controlling, and directing all activities of the Counseling Department, including short- and long-term planning and development and administration of departmental policies, procedures, and programs. This class provides assistance to the Dean, Counseling in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other divisions and departments and assisting in managing and overseeing the complex and varied functions of the department. This class is distinguished from the Dean, Counseling in that the latter has overall management responsibility for all department academic programs, functions, and activities, for accomplishing departmental planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Plan, organize, control and direct designated operations, activities, programs and services within the Counseling department; assist in establishing and maintaining program time lines and priorities; assure compliance with established standards, requirements, grant specification, laws, codes regulations, policies and procedures.
- Develop, implement and evaluate the activities and objectives of special programs; monitor the growth and direction of specially-funded projects to assure compliance with program requirements; assure related functions and activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
- Direct activities to provide support and assistance to students enrolling at the College; facilitate the understanding of the matriculation process for prospective high school students enrolling at the College, as well as the transfer process as College students prepare to transfer

- to a four-year institution.
- Maintain current knowledge of educational trends, innovations and practices, related to the developmental aspects of basic skills and under-represented and under-served student populations; modify programs, instructional activities, policies and procedures to meet program and college goals and objectives.
 - Provide consultation and technical expertise to administrators, faculty, personnel, students, school districts, outside agencies and others concerning program operations activities and outcomes; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning assigned programs.
 - Serve as a liaison and coordinate communications and information between college departments, high schools, and other community agencies; coordinate, develop and implement various community events to promote enrollment in targeted programs; direct and participate in the preparation and distribution of promotional and informational materials.
 - Assist in the development of instructional and support programs and activities specific to the implementation of the Student Success and Support Program and other related student success initiatives.
 - Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.
 - Develop and monitor project budgets to assure expenditures comply with established budgetary procedures; analyze and review budgetary and financial data; control and authorize expenditures in accordance with local and grantor regulations.
 - Provide technical information and assistance to the Dean of Counseling regarding department activities, needs and issues, assist in the formulation, development and implementation of policies, procedures and programs.
 - Design and assist in the research and data tracking of student success rates and program effectiveness.
 - Develop, plan and write grant proposals; attend appropriate local, state and federal meetings, workshops and conferences to maintain currency of information regarding the availability of future funding resources; prepare and submit annual reports for grantor agencies
 - Develop research models and oversee the data collection of program outcomes.
 - Attend, conduct and participate in a variety of meetings and committees as assigned; serve as a member of the Student Services Team; prepare and deliver oral presentations concerning specially funded projects.
 - Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Educational goals and support activities related to the retention of at risk, first generation college students.
- Principles, practices and procedures related to high school-to-college enrollment and college-to-university transfer processes.
- Planning, organization and direction of designated operations, activities, of assigned

- Counseling programs and services.
- Curriculum standards, requirements, and applications related to the Counseling department.
- Policies and procedures related to securing and maintaining federally and State funded grant programs.
- Title V regulations and applicable sections of the California Education Code.
- Principals and practices of administration, supervision and training.
- Proposal and grant writing skills.
- Experience in writing reports for federal and other specially funded projects.
- Educational practices and pedagogy related to diversity of student preparation and college readiness.
- Instructional and student support approaches designed to meet the needs of a culturally and linguistically diverse student population.
- Budget preparation and control.
- Oral and written communication skills.
- Applicable State and federal laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Public relations techniques.

Skills & Abilities to:

- Plan, organize, control and direct designated the operations and activities of specially funded projects including high school outreach, recruitment and retention of high risk, first generation college students.
- Work collaboratively and collegially with faculty to incorporate innovative teaching-learning strategies and support services interventions for non-traditional students.
- Serve as a liaison to grantor agencies, college offices and departments, high schools and community agencies.
- Supervise and evaluate the performance of assigned personnel.
- Develop and implement objectives, strategies and activities related to specially funded projects.
- Develop and implement various promotional events in support of specially funded projects.
- Communicate effectively, both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction and supervision.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work or career development or other fields related to the responsibilities of the position. Three (3) years leadership experience working with high risk student populations which includes; administrative, or supervisory, coordinator-level or faculty department chair experience in education, preferably within post-secondary education.

Three (3) years work experience with high risk student populations as a teacher, counselor or program coordinator at the community college or university level is preferred.

Licenses and Certifications:

- The incumbent must have the ability to get to a variety of locations. This is usually accomplished by driving a personal vehicle to said locations. If operating a vehicle, the ability to secure and maintain a valid California driver's license is required.
- Any provisional offer of employment is dependent upon the candidate's successful completion of their fingerprint clearance prior to the start of employment. Additionally, the cost of the fingerprint clearance will be borne by the candidate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.