



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

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| POSITION TITLE: | Dean of Student Services | | |
| JOB CLASSIFICATION: | <input checked="" type="checkbox"/> Administrator - Educational | <input type="checkbox"/> Confidential | |
| | <input type="checkbox"/> Administrator - Classified | <input type="checkbox"/> Classified | |
| | <input type="checkbox"/> Faculty | | |
| RANGE: | 55 | | |
| HOURS PER DAY: | Up to 8 | | |
| HOURS PER WEEK: | Up to 40 | | |
| MONTHS PER YEAR: | Up to 12 | | |
| REPORTS TO: | Associate Vice President of Student Services/Dean of Enrollment Services or designee | | |

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, develop, organize, promote, coordinate, and monitor the activities and operations of the DSPS, EOPS, CARE, Foster Youth, Access and Equity and other Student Services Categorical Programs as assigned; to develop, evaluate, and implement department policies and procedures. Employees in this classification received administrative direction within a framework of general guidelines, and direct, supervise and formally evaluate the work of faculty and classified staff. This job class exercises responsibility for the development and implementation of various Student Services Categorical Programs including- disabled, multicultural ethnic minorities, and economically, socially, or linguistically disadvantaged and non-traditional students. Employees in this classification exercise supervision over subordinate managers and supervisors. This job class functions at a senior management level of classification.

TYPICAL DUTIES

- Provides oversight, plans, coordinates and directs the operations of the Colleges' DSPS, EOPS, CARE, Foster Youth, Access and Equity and other Student Services Categorical Programs; including the budget management and coordination with other campus centers and services.
- Oversees student services programs, instructional programs, and learning services related to the access, equity, success and educational needs and resources for students with disabilities and various disadvantaged and underrepresented student populations.
- Write reports, maintain records, plans, etc. as mandated by state DSPS, EOPS, CARE, Foster Youth, Access and Equity and other Student Services program regulations.
- Supervise DSPS, EOPS/CARE, Foster Youth, and Access and Equity administrators, counselors, staff members, and their facilities and services.
- Implement various student centered services models for each program.
- Coordinates and maintains a cooperative and effective liaison with the Financial Aid Office, the Enrollment Services Office, Admissions and Records and other departments campus wide.

POSITION DESCRIPTION**POSITION TITLE: Dean of Student Services**

- Chair the DSPS, EOPS, CARE, Foster Youth and other Student Services Program Advisory boards.
- Act as the representative for DSPS, EOPS, CARE, Foster Youth, Access and Equity and other Student Services programs at college committees and community events.
- Promote and guide recruitment activities for the DSPS, EOPS, CARE, Foster Youth, Access and Equity and other Student Services programs as assigned.
- Conduct staff meetings, attend statewide and regional meetings and conferences.
- Serve as primary liaison between the colleges DSPS, EOPS, CARE, Foster Youth, Access and Equity and other Student Services programs and the community.
- Provide in-service training for faculty and staff regarding the needs of students with disabilities and ways of meeting those needs while maintaining academic standards.
- Submit mid-term and year-end reports to the Chancellor's Office as required.
- Develop and implement plans for recruiting and retaining college students with learning disabilities and disadvantaged backgrounds.
- Provide appropriate information to counselors and instructors when requested.
- Ensure that the DSPS, EOPS, CARE, Foster Youth, Access and Equity and other assigned Student Services programs comply with district, state and federal regulations.
- Represent Shasta College DSPS, EOPS, CARE, Foster Youth, Access and Equity and other assigned Student Services programs at various state and regional meetings.
- Oversees research of policies, programs, procedures and practices that close the achievement gap and provide access and equity for all students.
- Supervise managers, staff and faculty in Student Services departments that relate to the mission and vision of the Access and Equity programs.
- Oversees the development of new programs and strengthening of existing programs to respond to the academic needs and leadership development skills related to student equity populations.
- Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Principles and practices, laws and regulations of community college Student Services Programs.
- Program planning, development and implementation of assessment tools, special education programs, learning disabilities patterns, and educational barriers created by various disabilities or disadvantaged conditions.
- Proper budget development and implementation practices and methods.
- Principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and development; and equal employment policy procedures.
- Assessment of demographic trends and adaptation of information and strategies to ensure successful, culturally appropriate outreach for underrepresented populations.
- Title V Regulations 504 and ADA laws and implementing regulations.
- Proper budget development and implementation practices and methods.
- Computer operations and applicable software programs.

POSITION DESCRIPTION**POSITION TITLE: Dean of Student Services***Ability to:*

- Plan, direct, and manage the activities and operations of DSPS, EOPS, CARE, Foster Youth, Access and Equity and other Student Services programs as assigned.
- Effectively relate to a diversified student population that includes a wide range of ages, disabilities, socioeconomic, cultural, and ethnic backgrounds and to effectively advocate for their needs and concerns.
- Analyze problems, determine effective solutions, and take independent action for successful results.
- Write grant proposals, project plans, and complex reports.
- Commitment to provide instruction for students with diverse abilities and interests. Personal qualities to work effectively and sensitively in a multicultural student environment.
- Prepare clear, concise, and comprehensive written and oral reports.
- Effectively communicate in both oral and written forms.
- Direct, supervise and formally evaluate the work of others.

QUALIFICATIONS*Education/Experience Required:*

- Master's degree from an accredited institution in student services, counseling, behavioral science or related discipline or the equivalent, and one year formal training, internship, or leadership experience reasonably related to assignment.
- Supervisory experience, preferably at an educational institution.
- Current management or administration of educational programs, community organizations, government programs, or private industry in which the applicant has had experience dealing primarily with ethnic minorities or persons handicapped by language, social or economic disadvantages; or
- Two years plus experience in student services programs; counselor or instructor, or have comparable experience working with disadvantaged and multicultural/diverse student populations.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Understand and work within the mission and philosophy of the California community college system.

APPROVALS

Date Created/Revised: 11/2016

Cabinet Reviewed: 11/8/2016

Board Approved: 12/14/2016

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The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)