

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Dean, Counseling and Student Development	Range: 32 (AC)	Management Schedule
Date Revised:	January 2007	Date Approved:	September 1986

PRIMARY PURPOSE

Under the direction of the Vice President, Student Services, this position is responsible for the administration of the departments, programs and services of the Counseling and Student Development Division; the leadership, supervision and evaluation of assigned personnel; matriculation; participation in outreach services; and serves as a liaison for the College.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Administer and direct comprehensive campus counseling services including educational, career and personal counseling, and student development efforts.
2.	Provide leadership in the administration, organization and development of College counseling services and related student programs, such as Articulation, Matriculation, Assessment Center, Career and Life Planning, Puente, TAP, Cadena Cultural and Transfer Center, CalWORKs, Workforce Center, International Students Center, STEM, and/or High School Outreach.
3.	Manage the assessment, orientation, counseling and follow-up components of the College's Matriculation Plan.
4.	Facilitate the planning, development and implementation of new programs and procedures as needed to improve available counseling and other services for students. Prepare the year-end reports for counseling programs and services. Collaborate in the preparation of program reviews.
5.	Provide leadership for development and implementation of student learning outcomes.
6.	Research, prepare, submit and manage all budgets in the area of responsibility, including categorical funds and grant applications as required.
7.	Maintain current knowledge of district, State and Federal rules, regulations, requirements and restrictions concerning the use of funds for programs and services; implement procedural changes as required to assure compliance with applicable laws.
8.	Coordinate publications relating to counseling and other assigned student development services; prepare relevant portions of the college catalog and schedule of classes.
9.	Maintain communication with college and district administrators, faculty and classified staff to resolve conflicts and issues and to coordinate services and activities.
10.	Coordinate the integration of culturally inclusive counseling services with instruction.
11.	Maintain current knowledge of counseling and teaching theories, methods and techniques.
12.	Provide overall leadership in the development, implementation of, and adherence to, "Best Practices" for each department and program within the Counseling and Student Development Division.

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13.	Facilitate appropriate staff development programs and activities for counseling faculty and staff.
14.	Develop and assign counseling, teaching and work schedules in collaboration with managers, faculty, and staff; coordinate day and evening counseling services and classes for the college.
15.	Provide overall leadership and direction in the development, implementation and evaluation of departmental programs to provide efficient and effective counseling, matriculation, and student development services.
16.	Provide overall leadership for the division in matters pertaining to strategic planning, budget, curriculum and other related matters.
17.	Foster a collaborative work environment, using shared participation, which recognizes the contributions of managers, faculty, classified staff, and student workers and other employees.
18.	Provide leadership in the implementation of new technologies into the programs and services of the division.
19.	Supervise and evaluate the performance of assigned managers, faculty and classified staff.
20.	Participate in the selection of managers, faculty, and staff in accordance with various district policies and legal requirements; recommend qualified candidates to administrators.
21.	Coordinate counseling liaison activities within the college and with feeder schools in the community.
22.	Facilitate the development of counseling programs and services designed to enroll and retain a culturally and socioeconomically diverse student population.
23.	Participate in enrollment management.
24.	Oversee the articulation efforts of the college with other two and four year colleges and universities through the Articulation Officer and the Transfer Center.
25.	Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, culture, disability, and ethnic backgrounds of community college students.
26.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Dean of Counseling and Student Development maintains frequent contact with college and district administrators, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

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Desirable Qualifications

Master's Degree in Counseling, Rehabilitation Counseling, Clinical Psychology, Counseling Psychology, Guidance Counseling, Educational Counseling, Social Work, Career Development **OR** California license as a Marriage and Family Therapist, **OR** possess California counseling credential authorizing counseling in a community college **AND** a valid California Community College Supervisor credential **OR** the equivalent. Equivalent qualifications may include education, training, teaching and/or related employment experience that would be equal to the Master's degree.

One year of management experience at the community college level.

Two years full time counseling experience at the community college level.

Familiarity with current trends in counseling, matriculation and career development programs.

Knowledge of budgeting and fiscal reporting.

Ability to establish and maintain collaborative working relationships with faculty, staff and students.

Active membership in professional organizations/associations, identified with counseling issues and diverse student concerns.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of California education code and requirements, including Title 5

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of educational pedagogy and student success strategies applicable for the diverse community college student body

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require some off-site duties and activities.
