

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Dean, Student Support Services	Range: 32 (AC)	Management Schedule
Date Revised:	April 1, 2008 September 1, 2015	Date Approved:	September 1986

PRIMARY PURPOSE

Under the direction of the Chief Student Services Officer, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the college student support services and programs, as well as campus Title IX compliance coordination.

(All references to Title IX functions apply to Fullerton College only).

ESSENTIAL FUNCTIONS

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

1.	Provides leadership in the administration, organization and development of assigned college student support services and programs, (i.e., Extended Opportunity Programs and Services (EOPS), Financial Aid, Student Activities, CaWORKs, Veterans Resource Center and Health Services and related programs may be part of the assignment).
2.	Serves as college Title IX coordinator with responsibilities for notification and education; consultation, appropriate investigation and disposition; institutional monitoring and compliance; and advising college administration on matters related to Title IX. Leads in the planning, organizing, scheduling and directing of the development of Title IX activities.
3.	Formulates and develops long and short-range goals and strategic plans for assigned programs and services, including staffing, facilities, curriculum and educational philosophy; assures consistency of plans with other college and District plans.
4.	Develops and implements plans and policies and procedures to facilitate, improve and promote student support services and programs; assures compliance with state and federal laws and regulations applicable to Title IX and student support services and programs.
5.	Acts as primary case manager for behaviorally assessment; coordinates with campus safety, student discipline officer, health services, faculty and other campus areas to assess threat and implement procedures to minimize risk. (Fullerton College only)
6.	Arranges for regular behavioral assessment training for faculty, staff, and students; prepares and disseminates educational materials, including brochures, posters and web-based materials. (Fullerton College only)
7.	Provides leadership and advocacy to enhance innovation and participation in issues related to health services, student activities, veterans resources, judicial affairs and Title IX.
8.	Develops and prepares the annual preliminary budgets for assigned programs; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.

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9.	Contributes to the development and implementation of outreach activities and serves as a liaison with local high schools and community agencies to promote enrollment and effectiveness of programs and services.
10.	Maintains communication with District and college staff and various agencies to coordinate program services and activities and exchange information; maintains current knowledge of state and federal laws and regulations concerning programs and services.
11.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
12.	Plans, organizes and arranges appropriate staff development programs and activities for faculty and staff; provides orientation for new employees.
13.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees as assigned; provides administrative oversight of special projects or programs as assigned.
14.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
15.	Provides direction for the development of new programs, including contribution to the development or redesign of existing programs in student support services.
16.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Dean of Student Support Services may participate in the development and administration of external funding sources from grants, corporate sponsorships, and donations.

WORKING RELATIONSHIPS

The Dean of Student Support Services maintains frequent contact with college and District administrators, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

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.

Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.

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Desirable Qualifications

Experience in teaching or counseling students, preferably in a higher education environment.

Experience in the management, coordination or leadership of student support services or programs in a higher education environment.

Experience and knowledge of guidelines pertaining to Title IX requirements.

Experience with state directed practices and procedures governing student conduct from both student services and instructional areas of the campus.

Experience in conducting outreach programs.

Experience working with computer software and other technologies related to student support services and programs.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of California education code and requirements, including Title IX

Knowledge of federal and state laws and regulations related to student support services and programs

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

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

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

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; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person one-on-one, in a group setting or on the telephone; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); seeing to read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 10 pounds.
