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| Classification: Dean of Students           | Specification Number: 05007                      |
| Board of Trustees' approval date: 11/06/19 | Salary Grade: DG-12<br>Educational Administrator |

**Summary**

Plans, organizes, directs, college-wide student services operations, activities, departments, and programs in coordination with faculty and staff. Coordinates and directs communications, staff, resources, schedules and information to meet the student services needs of the college objectives of the assigned areas and enhance the educational experiences of students.

**Distinguishing Career Features**

The Dean of Students supervises and provides continued evaluation of programs designed to promote student success. The Dean serves as the administrator and the disciplinary officer, leading the assigned areas by providing vision, planning and leadership to those programs and personnel. The Dean works collaboratively among District-wide and community colleagues to integrate and provide administrative support to faculty and a diverse student population. The Dean requires the ability to direct and integrate the activities of the Associated Students Office and Programs and its related functions, as well as ensure excellence in delivering varied services to the college student population. The Dean also requires the ability to facilitate professional development, establish standards and assess performance of faculty and staff members.

**Essential Duties and Responsibilities**

Specific duties may vary among departments, divisions and jobs. Incumbents typically perform a substantial portion or all of the following types of duties, as assigned:

1. Provides leadership to promote and educate students on acceptable conduct and keeps the campus community informed of the District Student Codes of Conduct and other Board Policies and Administrative Procedures pertaining to student affairs on campus. May serve as the college's Disciplinary Officer.
2. Develops and enhances educational programs, investigates, mediates, and adjudicates disruptive and concerning student behavior, processes appeals and facilitates hearing boards, and determines educational sanctions/disciplinary actions such as warnings and suspensions.
3. Ensures proper training for designated areas, provides information to students, promotes awareness and safety, ensures timelines are met and reports are filed accurately, and processes appeals. May serve as Title IX Coordinator. Serves as OCR liaison as needed.
4. Provides administrative direction for various programs, student resource centers and student campus services.
5. Collaborates or leads the college Behavioral Assessment Team (BAT) and/or Behavioral Intervention Team (BIT) by evaluating and assessing threatening/disruptive students and students in crisis
6. Supervises assigned programs and departments.
7. May oversee residential spaces.

8. Assists with the distribution of reports identifying concerns over student behavior and determines appropriate action and serves as a member of the Student Behavior Team and Threat Assessment.
9. Ensures program compliance with federal/state laws, rules, regulations, and requirements; analyzes, interprets, and applies laws and District policies and procedures.
10. May serve as the Student Services Division lead for campus-wide committees.
11. Responsible for the coordination, the preparation, submission, and administration of assigned student services operating budgets and grants.
12. Participates in the hiring, training, evaluation, performance intervention and retention of faculty and staff members in areas of supervision and suggests appropriate recommendations to the Vice President of Student Services.
13. Leads and participates on District-wide or college committees, initiatives, teams, or ad hoc groups as assigned such as, but not limited to, Commencement, Crisis Communication Team, Facilities Management Team, Clery Compliance Team, etc.
14. Works cooperatively and provides leadership as a member of the college management team consistent with the mission, vision, and function of the college and District.
15. Supports various campus programs, cultural awareness, and social activities on campus; supports faculty and staff in their efforts to offer special programs on campus.
16. Serves as intake for complaints from students and community. Investigates complaints, advise on college complaint procedures, resolves complaints through working with staff, faculty, and administrators.
17. May serve as College 504/ADA Coordinator. Informs students of their rights and responsibilities under the grievance procedures and coordinates Academic Accommodation Hearing process.
18. Supervises the preparation and submission of timely and accurate reports to meet college, state, and federal requirements. Leads the program review and program assessment for the areas of supervision and student services as necessary.
19. Performs other related duties as assigned to support the objective of the position.
20. Required to abide by all District policies and procedures including Board Policy 3050 – Code of Professional Ethics.

## **Qualifications**

### **▪ Knowledge and Skills**

1. The position requires advanced specialized professional knowledge of the theories, principles, and practices associated with higher education student services programs.
2. Requires advanced specialized knowledge of the assigned division.
3. Requires in-depth knowledge of the California Education Code regulations, Title IX, Student Conduct procedures, Title 5, and applicable local, state and federal regulations.
4. Requires knowledge of and skill of student services programs, opportunities to enhance the student learning process to promote successful outcomes to promote student success.
5. Requires skills in organization and management practices as applied to the analysis and evaluation of programs, policies and administrative needs.
6. Requires a working knowledge of the budget preparation and administration process.

7. Requires in-depth knowledge of the principles of functional leadership, training, and performance evaluation.
8. Requires a working knowledge of pertinent local, state and federal regulations affecting student services and the District's academic accreditation.
9. Requires skill in organizing work and building an effective team to respond to student needs.
10. Requires advanced human relations skills to deliver formal and influential presentations, build effective teams, review performance, and exercise a unique sensitivity to the needs and interests of a diverse student population.

▪ **Abilities**

1. Requires the ability to perform the essential responsibilities and functions of the position.
2. Requires the ability to develop and implement a plan of accountability for student services and programs.
3. Requires the ability to guide and motivate others toward goal achievement.
4. Requires the ability to organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
5. Requires the ability to inspire and promote awareness of socioeconomic and cultural diversity.
6. Requires the ability to advise staff, direct and facilitate development of personal and team perspectives, develop and deliver training programs.
7. Requires the ability to oversee, review, and instruct in courses offered by the division.
8. Requires the ability to develop and monitor budgets, and maximize financial resources.
9. Requires the ability to work collaboratively and productively with others.

▪ **Physical Abilities**

1. The general physical demands, working conditions, and essential job functions associated with this classification will be kept on file with the Office of Human Resources.
2. Essential functions will vary by position.
3. As defined by Title I of the Americans with Disabilities Act ("ADA") and California's Fair Employment and Housing Act ("FEHA"), the District shall engage in a timely, good faith interactive process with employees or employment applicants who are requesting or are in need of reasonable accommodations and, provide reasonable accommodations for employees or employment applicants who, because of their disability, are limited in or unable to perform one or more of the essential functions of their job in accordance with applicable state and federal law.

▪ **Education and Experience**

The position requires a Master's Degree and three years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment. Or, any combination of education and experience which would provide the required equivalent qualifications for the position. An application of Equivalency must be provided for assessment and approval of submitted equivalency for the assignment.

Five to seven years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment is preferred.

- **Licenses and Certificates**

May require a valid driver license.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.

*This job specification describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*