



Dean, Student Affairs

Reports to: Vice President, Student Services

Dept: Student Services

Range:

FLSA: Exempt

EEO: Executive/Administrative/Managerial

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under the general direction of the Vice President of Student Services, the incumbent provides administration and leadership to Student Life and Leadership, Associated Student Government, Campus Assessment, Resources, and Education (CARE) program, Health Services, and Intercollegiate and Intramural Athletics. The dean is responsible for administering the Student Code of Conduct, due process and student discipline, adjudicating student appeals and grievances within areas of responsibility, and directing the Behavioral Intervention Team (BIT).

The Dean oversees the staffing, program development and assessment, faculty and staff evaluations, annual reporting to the district and state, and provides general leadership to the assigned programs and services in student services. This Dean works in close cooperation with the other student services and instructional deans.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serve as the student conduct officer enforcing Standards of Student Conduct and ensuring due process is met while administering an effective program of student conduct and conflict resolution. Conduct timely and comprehensive reviews of student conduct processes, procedures and policies, consulting with faculty, staff and administrators as needed. Develop, update, and implement comprehensive student conduct processes that are aligned with national standards, best practices and federal and state law. Develop and implement educational marketing materials and engage campus community related to issues of Student Code of Conduct, judicial affairs process and civility.
2. Provide day-to-day leadership and work with school, campus or administration department academic and classified staff to ensure excellence in educational opportunities and student services supportive of high student and staff achievement, innovation, best practices, stewardship and fiscal prudence.
3. Direct and manage the performance of classified staff; direct and oversee the selection of

managers and staff; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development, in accordance with district human resources policies and labor contract agreements.

4. Accept, evaluate, investigate, adjudicate and make recommendations for sanctions (up to and including expulsion) for cases of student misconduct in accordance with appropriate district policies and processes.
5. Update and maintain college policies and procedures to ensure compliance with Title 5, Title IX and Education Code for responsible areas.
6. Assist in division long- and short-range planning efforts. Plan and carry out systematic evaluation of services by students and other clientele. Coordinate regular reviews of all programs for which responsible.
7. Participate actively in the life of the college and its shared governance processes by serving on district committees, task forces and councils; coordinate, assign, direct and/or participate in work on projects associated with accreditation.
8. Oversee budgets and monitors payroll for area of responsibility.

OTHER DUTIES:

1. Provide comprehensive leadership, management and vision to assigned areas of responsibility.
2. Oversee services around student basic needs including the CARE program.
3. Direct Behavioral Intervention Team in cooperation with Health Services, Campus Police and Disabled Students Programs and Services, addressing students of concern and making referrals as appropriate.
4. Serve as the hearing officer for possible referrals involving student organizations, coordinating investigations of alleged misconduct by student organizations.
5. Act as an intra-division and inter-division liaison where appropriate.
6. Supervise the preparation, production, and distribution of promotional materials for area of responsibility.
7. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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1. State and federal rules and regulations, regarding administration of Student Activities, Associated Student Government, Health Services, and Intercollegiate and Intramural Athletics.
 2. Advanced principles, practices, procedures, theories, and techniques involved in the student conduct, judicial affairs, and due process.
 3. Strategic and institutional planning and decision making, and evaluating key performance indicators.
 4. Accreditation standards of the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.
 5. Principles and practices of supervision and training.
 6. Interpersonal skills using tact, patience and courtesy.
 7. Principles and practices of sound business communication including correct English usage, grammar, spelling, punctuation and vocabulary.
 8. Research methods and analysis techniques.
 9. Principles and practices of effective management and supervision.
 10. Principles and practices of organization and culture change.
 11. District human resources policies and labor contract provisions.
 12. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Plan, organize, direct review and evaluate the programs and activities of an assigned academic school, campus or administrative department.
2. Lead and participate in monitoring and assessing student learning and success outcomes and student equity measures.
3. Contribute to district-wide institutional effectiveness efforts in planning, program review, accreditation, outcomes assessment and financial stewardship with the overall intent of actively supporting the achievement of district goals, campus-wide needs and the healthy functioning of governance, management and other systems.
4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Analyze and make sound recommendations on complex instructional and administrative issues.
6. Work collaboratively with other deans, faculty, directors and managers and provide expert advice and counsel to develop solutions to complex issues.

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7. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
 8. Develop and implement appropriate procedures and controls.
 9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
 10. Make oral presentations on proposals and recommendations clearly, logically and persuasively in a variety of settings.
 11. Communicate effectively, both orally and in writing.
 12. Understand, interpret, explain and apply applicable laws, codes and ordinances.
 13. Represent the district effectively in dealings with internal and external stakeholders, representatives of other academic institutions, business and community leaders and the public.
 14. Operate a computer and standard business software.
 15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
 16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
 17. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Possession of a master's degree from an accredited college or university (a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation); and one year of formal training, internship, or leadership experience reasonably related to the assignment; and demonstrated sensitivity to and understanding of the cultural, developmental, socioeconomic, ethnic, disability, and academic diversity of community college students, faculty, and staff.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Student Services Coordinators of Student Activities & Intramurals/Athletic Director, Health Services Coordinator, Administrative Secretary,

CONTACTS:

Faculty, staff and administrators, students, external agency officials.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.