CLASS TITLE: ASSOCIATE DEAN

BASIC FUNCTION:

Under the direction of the Dean, provide leadership and management for the operations and activities of assigned Student Support Services departments, programs and functions including Associated Student Government (Student Senate), CalWORKs, Commencement, Extended Opportunity Program and Services (EOPS), Foster and Kinship Care Education, Guardian Scholars, Student Health and Wellness, Student Events, Student Life, and Veterans Support and Resources; coordinate and direct communications, services, personnel and information to meet student needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Serves as a member of the student support services team; assists the dean of student support services in providing leadership for assigned Student Support Services departments, programs and functions including Associated Student Government (Student Senate), CalWORKs, Extended Opportunity Program and Services (EOPS), Foster and Kinship Care Education, Guardian Scholars, Student Health and Wellness, Student Events, Student Life and Veterans Support and Resources; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Serves on the college leadership team and other standing and ad-hoc committees.

Ensures that all programs and services engage in the process of student learning outcomes and continuous program improvement.

Coordinate and direct communications, services, personnel and information to meet student needs and assure smooth and efficient activities; oversee the development and implementation of programs, services, plans, strategies, processes, systems, projects, goals, events, activities and objectives related to assigned student support services departments, programs and functions.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Provide leadership, guidance and evaluation of the Extended Opportunity Programs & Services (EOPS), Cooperative Agencies Resources for Education (CARE) and California Work Opportunity and Responsibility to Kids (CalWORKs) operations and activities to facilitate and enhance educational recruitment, retention and success among identified at-risk students; provide educational opportunities to low-income and educationally disadvantaged students; establish and maintain departmental related time lines and priorities; assure related functions and activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Plan, organize, control and direct co-curricular activities related to Student Life, Student Activities and Associated Student Government (Student Senate); coordinate and direct the planning, scheduling, development and implementation of related special events and activities; direct student housing functions.

Provide leadership, guidance and evaluation of the Guardian Scholars Program operations and activities to facilitate and enhance educational recruitment, retention and success among identified foster youth students; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Provide leadership, guidance and evaluation of the Foster and Kinship Care Education operations and activities to provide educational outreach to students and families involved in the foster care system, facilitate the enrollment and meet the academic needs of at-risk students; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.
Provide leadership, guidance and evaluation of services to students in the Student Health and Wellness department including maintenance of facilities; planning, implementation, assessment and evaluation of services; assessment and appropriate treatment of medical illness or injury; referrals for medical and other health services; required record keeping; and health education and promotion.

Provide leadership, guidance and evaluation for the operation of and the provision of services in the Veterans Support and Resources Center including the development and maintenance of facilities; alternate funding sources; and planning, implementation, assessment and evaluation of services.

Monitor and evaluate operations and activities related to assigned student support services departments and programs for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning related needs; direct the development and implementation of standards, services, programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of assigned departments and programs.

Serve as representative for student support services; direct consultation and advisement services to provide students, personnel, administrators, outside agencies and the public with technical assistance and information concerning assigned departments, programs and functions; direct and participate in responding to inquiries and providing detailed and technical information concerning related standards, requirements, goals, objectives, services, time lines, processes, laws, codes, regulations, policies and procedures.

Coordinate and direct the development and implementation of Student Events; plan, organize, develop and implement Commencement; the annual Dorantes Lecture; President’s Honor Roll Reception; Scholarship Reception and Outstanding Student Reception; direct the preparation of related informational materials and publications.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to departments, programs, services, personnel, students, budgets, financial activity and assigned duties.

Coordinates the development of the academic calendar.

Develop and prepare the annual preliminary budget for assigned student support services departments, programs and functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Dean-Educational Programs regarding services, activities, needs and issues related to assigned departments, programs and functions; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information; coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of assigned student support services departments, programs and functions;
College, State and federal standards and requirements governing assigned student support services departments, programs and services;
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of college students;
Principles, practices, procedures and techniques involved in the development and implementation of educational programs, services, plans, strategies, processes, systems, projects, goals and objectives.;
College and university admissions, enrollment and financial aid functions;
Strategies, theories and multicultural approaches to learning, student success and student activities;
Principles and practices of administration, supervision and training;
Policies and objectives of assigned programs and activities;
Budget preparation and control;
Oral and written communication skills;
Applicable local, State and federal laws, codes, regulations, policies and procedures;
Interpersonal skills using tact, patience and courtesy;
Operation of a computer and assigned software;
Public relations techniques.
ABILITY TO:
Provide leadership and management for the operations and activities of assigned student support services departments, programs and functions including Associated Student Government (Student Senate), CalWORKs, Commencement, Extended Opportunity Program and Services (EOPS), Foster and Kinship Care Education, Guardian Scholars, Student Health and Wellness, Student Events, Student Life, and Veterans Support and Resources;
Coordinate and direct communications, services, personnel and information to meet student needs and assure smooth and efficient activities;
Supervise and evaluate the performance of assigned personnel;
Oversee the development and implementation of programs, services, plans, strategies, processes, systems, projects, goals, events and objectives related to assigned departments and programs;
Monitor, evaluate and direct the development and implementation of standards, services, programs, policies and procedures to enhance the educational effectiveness and operational efficiency of assigned departments and activities;
Assure proper and timely resolution of student, staff, faculty, administrative, parental, department, program and related issues, complaints and conflicts;
Communicate effectively both orally and in writing;
Interpret, apply and explain laws, codes, regulations, policies and procedures;
Establish and maintain cooperative and effective working relationships with others;
Operate a computer and assigned office equipment;
Analyze situations accurately and adopt an effective course of action;
Meet schedules and time lines;
Work independently with little direction;
Plan and organize work;
Prepare comprehensive narrative and statistical reports;
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: master’s degree and one year of formal training, internship, or leadership experience reasonably related to the administrator’s administrative assignment.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

WORKING CONDITIONS OF EMPLOYMENT:
The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office environment.
Frequent Interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Communicating and expressing oneself clearly on a variety of topics in conversations with, and presentations to, staff, students, and members of the community.
Ability to remain in a stationary position (sitting or standing) for an extended period of time.
Ability to reach above shoulder height to retrieve or file materials.
Reaching, bending and stooping to retrieve materials.
Mobility to travel between campus locations.
Lifting, carrying materials to and from different locations.
Pushing, pulling assistive tools for transporting materials.
Regular operation of a computer keyboard, calculator, and other normal office equipment.
Reading a variety of complex materials.
Mobility as required on campus and between locations as able to monitor students activities required.

Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College Students.