

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

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## DEAN, STUDENT SERVICES

Las Positas College  
Management Class Specification

### MANAGEMENT RESPONSIBILITY

The Dean of Student Services, Student Support Programs is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The Dean is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The Dean is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the Dean is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management councils.

### GENERAL DESCRIPTION

The Dean of Student Services is responsible for the planning, development, quality, implementation, supervision, and evaluation of student programs and services including, but not limited to, specially funded programs and specialized instruction and services to targeted student populations. The Dean serves as the administrator for counseling, advising, orientation, articulation, instruction and program review, the Tutorial Center, the Transfer/Career Center, Puente Program and student discipline. The Dean is the appointed ADA/504/Title IX Officer for the college. Direct responsibility is to the Vice President for Student Services.

### DUTIES AND RESPONSIBILITIES

The Dean of Student Services shall:

1. Be responsible for the overall leadership, development, implementation, supervision, and evaluation of student programs and services including, but not limited to, the following:
  - a. Counseling, advising, orientation, articulation, instruction and program review.
  - b. TutorialCenter.
  - c. Transfer Career Center.
  - d. Assessment Center.
  - e. Puente Program.
  - f. Student Discipline.
  - g. Other programs as assigned and developed through grant-writing and acquisition of resources allocated for special programs and services.
  - h. New programs developed by the college.
2. For each of the programs, responsibility includes:
  - a. Facilitating college and community collaboration to support program development and project planning.

- b. Facilitating collaborative relationships with other student services and instructional units, including coordinating with academic services for the development and implementation of curriculum for each of the programs.
  - c. Developing the staffing for programs and services including the hiring, supervision, and evaluation of all full- and part-time coordinators, instructional and counseling faculty and classified staff.
  - d. Interpreting County, State, and Federal policy and legislation governing administration, regulations, and student eligibility for each special program.
  - e. Administering budget planning and development, expenditure monitoring, and quarterly and year-end reports for submission to college, county, State, and Federal agencies.
  - f. Ensuring quality of program accountability including program reviews and audits for evaluation of student outcomes and overall program quality.
  - g. Designing continuing staff development and specialized training programs for all staff employed with the programs, and to educate the college-at-large.
  - h. Leading and facilitating grant and proposal-writing to strengthen and support the enhancement and growth of diverse special programs.
  - i. Designating representative appointments to local Advisory Committees for assigned programs.
  - j. Facilitating marketing and public information functions for program promotion.
3. Responsibility for ensuring student access to specific program services which includes:
    - a. Community and high school outreach.
    - b. Academic, career, and personal counseling.
    - c. Student assessment and orientation.
    - d. Curriculum development and special instruction offerings.
    - e. Paraprofessional and peer advising support services.
    - f. Interagency collaboration for community resources and referral information and services for students.
    - g. Consortial transfer activities with four-year colleges' special programs.
    - h. Developing techniques and activities to foster job development and placement services.
  4. Collaborate with the Supervisor of Campus Safety and Security regarding student disciplinary issues.
  5. Serve as Evening/Saturday administrator, as required.
  6. Perform all other related and implied duties and such others which may be assigned by the Vice President of Student Services and/or the President.

## QUALIFICATIONS

Education: Master's Degree.

Experience: 1. Two years of experience in the administration of educational programs and services dealing predominantly or exclusively with special student populations, e.g. ethnic minorities and persons with diverse academic, socioeconomic, and cultural backgrounds, including those with physical or learning disabilities;

2. One additional year of experience in community college student services in an area related to the assignment or the equivalent.

## **APPOINTMENT**

The Dean of Student Services shall be elected by the Board of Trustees upon the nomination of the College President and District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.