

RIO HONDO COMMUNITY COLLEGE DISTRICT

DEAN, STUDENT SUCCESS

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities, operations, and delivery of Student Success Division programs and services; to coordinate assigned activities with other District divisions and outside agencies; and to provide highly responsible and complex professional support to the Vice President of Student Services.

SUPERVISION EXERCISED

Exercises direct supervision over Administrators, faculty, and professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume full management responsibility for Student Success Division programs, services, and activities including Assessment, Financial Aid, High School Outreach and Educational Partnerships, Cal-SOAP, First-Year Success Center, Veterans Service Center, and Student Success and Support Program (SSSP) Credit and Non-Credit. E

Manage the development and implementation of Student Success Division goals, objectives, policies, and priorities; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly. E

Continuously monitor and evaluate the efficiency and effectiveness of Student Success Division service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes. E

Represent the Student Success Division to other District divisions and outside agencies; explain and interpret Student Success Division programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. E

Select, train, motivate, counsel, and evaluate Student Success Division personnel; provide or coordinate staff training; work with employees to develop skills and abilities. E

Plan, direct, and coordinate the Student Success Division work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures. E

Manage and participate in the development and administration of the Student Success Division

budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. E

Collaborate and be actively engaged with the implementation of the Student Equity. E

Coordinate Student Success Division activities with those of other divisions and outside agencies and organizations. E

Provide staff assistance to the Vice President of Student Services; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Student Success Division programs, policies, and procedures as appropriate. E

Establish and coordinate advisory committees for instructional programs, ensuring representation and expertise from the community. E

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community. E

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District. E

Facilitate College activities responding and relating to high school and community requests for assessment, and orientation assistance. E

Promote College programs and services and encourage collaboration, teamwork, and positive working relationships among faculty and staff. E

Conduct periodic conferences and meetings with faculty and staff. E

Promote creativity and innovation in the development and delivery of Student Services Success Division programs. E

Serve on local civic and/or community organizations as a College representative; serve as a liaison with professional organizations. E

Develop, implement, and update a personal professional development plan. E

Prepare, develop, write, coordinate, and administer grants. E

Participate on a variety of campus committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education and instruction. E

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community. E

Respond to and resolve difficult and sensitive student inquiries and complaints. E

Administer applicable collective bargaining agreements. E

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
- Operational characteristics, services, and activities of a comprehensive Student Services division.
- Organization and management practices as applied to the analysis and evaluation of Student Services programs, policies, and operational needs.
- Modern and complex principles and practices of Student Services program development and administration.
- Equal Employment Opportunity compliance laws and regulations.
- California Community College System and functioning on State, local, and institutional level.
- Community needs and resources as related to classes and subjects.
- School and community college systems, including K-12 and upper division institutions.
- District accounting practices.
- Database applications.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections of the California Education Code.
- Safe driving principles and practices.

SKILL TO:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

ABILITY TO:

- Provide administrative and professional leadership and direction for the Student Services Division.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Student Services program services.
- Plan, organize, direct, and coordinate the work of Administrators, faculty, and professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select, supervise, motivate, counsel, train, and evaluate staff.
- Identify and respond to instructional program issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Student Services program goals.
- Research, analyze, and evaluate new Student Services program service delivery methods, procedures, and techniques.
- Prepare and administer Student Services program budgets; allocate limited resources in a cost effective manner.
- Prepare clear and concise administrative and Student Services program reports.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Student Services programs and functions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

EXPERIENCE:

- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

TRAINING:

- Master's degree from an accredited college or university.

LICENSE OR CERTIFICATE:

- Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

- Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 57

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.

Effective Date: May 11, 2005; February 16, 2006; December 11, 2013; October 12, 2016