

RIO HONDO COMMUNITY COLLEGE DISTRICT

DEAN, COUNSELING

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities, operations, and delivery of Counseling 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 professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- a. Provide leadership and direction and assume full management responsibility for General Counseling services and activities including Career and Adult Re-Entry Center, Transfer Center, and all instructional areas where counselors are assigned. E
- b. Manage the development and implementation of General Counseling, goals, objectives, policies, and priorities; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly. E
- c. Continuously monitor and evaluate the efficiency and effectiveness of General Counseling department 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
- d. Represent the Counseling Division to other District divisions and outside agencies; explain and interpret instructional programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. E
- e. Select, train, motivate, counsel, and evaluate General Counseling, Transfer Center, and Career and Adult Re-Entry Center, personnel; provide or coordinate staff training; work with employees to develop skills and abilities. E
- f. Plan, direct, and coordinate the Counseling 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
- g. Manage the development and administration of the Counseling and Student Equity and

- Achievement Program (SEAP) 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
- h. Direct the preparation of annual application for Student Equity and Achievement Program funding, reports and other documents as required by the College and State Chancellor's Office. E
 - i. Oversee the development and implementation of the Student Equity and Achievement Program MIS data as required by the State. E
 - j. Coordinate the collection and reporting of the Student Equity and Achievement Program data. E
 - k. Coordinate Counseling division activities with those of other divisions and outside agencies and organizations. E
 - l. Provide assistance to the Vice President of Student Services; prepare and present reports and other necessary correspondence. E
 - m. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Counseling, and other department programs, policies, and procedures as appropriate. E
 - n. Monitor assigned programs for Title V and Education Code compliance. E
 - o. Prepare, provide, and distribute data for mandated College, State, Federal, or program funding service reports. E
 - p. Ensure compliance with Homeland Security laws. E
 - q. Coordinate and schedule counseling classes on the College campus and at off campus sites. E
 - r. Enhance student access and knowledge of transfer and career/workforce placement services provided by the College. E
 - s. 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
 - t. Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District. E

- u. Promote College programs and services and encourage collaboration, teamwork, and positive working relationships among faculty and staff. E
- v. Promote creativity and innovation in the development and delivery of Counseling, and other assigned program areas. E
- w. Serve on local civic and/or community organizations as a College representative; serve as a liaison with professional organizations. E
- x. Develop, implement, and update a personal professional development plan. E
- y. Prepare, develop, write, coordinate, and administer grants. E
- z. 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
- aa. Promote equal opportunity and student and gender equity to effectively serve the District's diverse community. E
- bb. Respond to and resolve difficult and sensitive student inquiries and complaints. E
- cc. 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 comprehensive Counseling division.
- Organization and management practices as applied to the analysis and evaluation of Counseling, and assigned programs, policies, and operational needs.
- Modern and complex principles and practices of Counseling, and assigned program development and administration.
- Pedagogical techniques and trends.
- 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 Counseling division and other assigned programs.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Assist with the implementation of a wide range of programs and services designed to facilitate student community college access, retention, and success.
- Develop and monitor multiple program budgets in compliance with College, State, and Federal fiscal expenditure regulations and guidelines.
- Advocate College programs and services to College community organizations, K-12 educational institutions.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient Counseling, and other assigned program services.
- Plan, organize, direct, and coordinate the work of professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select, supervise, motivate, counsel, train, and evaluate staff.
- Identify and respond to Counseling, and other assigned program issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Counseling, and other assigned area program goals.
- Research, analyze, and evaluate new instructional program service delivery methods, procedures, and techniques.
- Prepare and administer Counseling, and other assigned program budgets; allocate limited resources in a cost effective manner.

- Prepare clear and concise administrative and Counseling, and other assigned area program reports.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Counseling, and other assigned 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

Revised Date: December 3, 2007; December 11, 2013 (Board Approved); October 4, 2018

Effective Date: December 12, 2007; December 12, 2013

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