San Jose-Evergreen Community College District
Academic Management Job Description

Position:  Dean of Student Success
Department:  Center for Student Success
            (Counseling Department)
College:  Evergreen Valley College
Date:  March 27, 2014

POSITION PURPOSE

The Dean of Student Success provides for the educational welfare of students and the professional needs of staff in the department. Working cooperatively with the staff, and operating within established duties and responsibilities, the Dean has the responsibility and authority to make decisions on matters related to Counseling, Transfer Center, Assessment Center: plan, organize, administer, develop, and evaluate the programs, projects, and activities of assigned instructional department; provide leadership for faculty and staff in offering quality educational services for the successful matriculation of college students; and supervise and evaluate the performance of assigned personnel.

NATURE and SCOPE

Under the general direction of the Vice President - Student Affairs, the Dean of Student Success will develop, monitor and promote student success strategies and programs to increase persistence, retention and academic success for all students. The Dean works cooperatively with the Dean of Enrollment Services and other campus constituencies, including faculty, staff and student groups. The Dean of Student Success is responsible for coordinating the functions of the Counseling Department, Transfer Center and Assessment Center, Articulation processes and other functions related to Student Success, as well as other services as assigned. In collaboration with campus stakeholders, the Dean is responsible for the development and implementation of the College's initiatives associated with new Enrollment Priorities and Student Success Act of 2012, including Scorecard and other reports required by the State. The Dean is responsible for operating within established duties and responsibilities, and has the responsibility and authority to make decisions on matters related to Counseling and Student Success initiatives.

KEY DUTIES and RESPONSIBILITIES

1. Provide leadership for program review, including improvement and development; systematic assessment of student progress and learning outcomes; and review and recommend changes to maintain relevance of programs and to meet student and community needs.


3. Provide leadership for and coordinate the development of comprehensive Student Success strategies.

4. Work in collaboration with the Office of Institutional Research to set up reporting mechanisms to maximize program efficiency.

5. Work in collaboration with Career and Technical Education to develop success strategies for students in vocational education programs.

6. Serve as the District's liaison with the California Community College Chancellor's Office.

7. Coordinate with Academic Affairs and Student Affairs to develop policies and procedures that ensure compliance with local, state, and national regulations.

8. Represent District at local, state, or national meetings pertinent to specific assignments.
9. Oversee area budget(s), ensure objectives, timetables, and specific reporting requirements are met.

10. Ensure preparation of a schedule of classes to meet the needs of students and work with staff to produce accurate schedules, catalog information, program information and multi-year division plans.

11. Research and prepare funding proposals in areas of responsibility. Conduct institutional research, as appropriate.

12. Conduct in-service training for counselors and counseling staff.

13. Conduct studies to evaluate existing counseling services in order to recommend retention, modification, and/or implementation of new services.

14. Conduct and prepare Program Review and annual evaluation report in areas of responsibility.

15. Coordinate counseling services provided by volunteers and interns on campus.

16. Administer and approve such functions as: program budget in cooperation with counselors and staff; approve conference requests; purchase orders; acquisition of supplies and equipment; and maintain inventories of allocated supplies and equipment.

17. Hold meetings within the area to facilitate communication.

18. Prepare and recommend job specifications, qualifications, and announcements for new positions in the area.

19. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, discipline and terminate personnel according to established policies and procedures.

20. Serve on college and District committees and meet with community and educational advisory committees and as assigned.

21. Assist in the development, implementation and review of District policies and procedures.

22. Perform other related duties as assigned by the President, Vice President of Student Affairs or his/her designee.

EMPLOYMENT STANDARDS

Knowledge:

1. Higher education in community colleges.

2. Knowledge of curriculum development; knowledge of new instructional and learning assistance strategies and emerging technologies.

3. Knowledge of Transfer Model Curriculum and Course articulation process.

4. Knowledge of Student Success Initiatives and Enrollment Priorities regulations.
5. Budget preparation and control.
6. Funding and budget methods and regulations regarding the use of funds.
7. Principles and practices of administration, supervision, and training.
8. Interpersonal skills using tact, patience, and courtesy.

Skills and Abilities:

1. Plan, organize, develop, and evaluate the programs, activities, and curriculum of a college instructional division with faculty and staff to meet student and community needs.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
4. Present a positive image of the College in the community.
5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt an effective course of action.
7. Plan and organize work to meet schedules and time lines.
8. Understand the needs of the Department in the context of the overall instructional programs and participate with the management team to coordinate projects and set goals and priorities for the College as a whole to offer effective services to students.
9. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision making.
10. Develop grants or special project application.

Education and Experience:

1. Master's degree in a discipline related to the assignment.
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination, OR:

   Possession of a California Community College Supervisor Credential.

Working Conditions:

1. Typical office environment.
Date Approved: 10/8/13, 3/28/14
Date Revised: March 27, 2014 (SLO)
Salary Range: M 30
EEO-Category: 2B1 Executive/Administrative/Managerial