

# PALO VERDE COMMUNITY COLLEGE DISTRICT



## ASSOCIATE DEAN OF COUNSELING

### **NATURE OF THE POSITION**

Under the direction of the Dean of Instruction and Student Services, provides leadership, coordination, and vision for counseling, advising, and educational services designed to facilitate and promote effective student learning, development, and success through the management of strong support services and programs, including Disabled Students Programs and Services, and other assigned programs.

### **DUTIES AND RESPONSIBILITIES**

1. Provide district-wide leadership for counseling services and advising activities focusing on students achieving their personal, academic, and career goals, including direct supervision and evaluation of assigned faculty and staff.
2. Serve as DSPS Coordinator with responsibilities for day-to-day operation of DSPS.
3. Work to integrate counseling and advising services with other student support services and instructional programs to address and meet student needs.
4. Develop and implement strategies to increase student access and success in support of the Chancellor's Office Vision for Success while focusing on completion.
5. Develop and implement goals, objectives, student learning outcomes, service area outcomes, and priorities for Counseling, DSPS, and other assigned programs.
6. Resolve problems regarding student eligibility, acceptance, utilization of programs and services, and delivery methods of programs and student services.
7. Monitor effectiveness of counseling and DSPS and coordinate DSPS tutoring program.
8. Ensure the submission of required reports and the proper administration of Program budgets.
9. Collaborate with instruction and student services to research and implement best practices for counseling services and monitor the effectiveness of student support programs within areas of responsibility.
10. Develop and supervise DSPS programs and services at off campus centers and work cooperatively with off campus center supervisors and staff.
11. Responsible for assigned reports, program reviews, and regular evaluation of all areas under direct supervision.
12. Implement policies and ensure operations are aligned with the District's Mission, Vision, Values, Goals, and Objectives.

13. Research grant applications and oversee their implementation and management, preparing required grant funded narratives and expenditure reports within specified timelines.
14. Interpret, articulate, implement, and monitor compliance with all regulations and policies for areas of responsibility including compliance with the American with Disabilities Act, Sections 504 and 508 of the Civil Rights Act, Title 5 regulations and District Policies and Procedures.
15. Provide leadership and serve in an advisory capacity to the district administrators, faculty, and staff regarding access to college programs and services for students with disabilities.
16. Develop and maintain effective relationships with local schools, colleges and universities as related to areas of responsibility and represent assigned departments and the college in community related activities.
17. Maintain a DSPP Advisory Committee.
18. Maintain association with relevant professional organizations and activities.
19. Facilitate and promote effective student learning, development, and success through the management of strong support services, including the Guided Pathways Initiative, counseling and academic advising, education planning, transfer center, student success initiatives, student equity and achievement, and other retention and technology based student success programs for the college.
20. Perform other duties as assigned by the Dean of Instruction and Student Services.

## **KNOWLEDGE AND ABILITIES**

### KNOWLEDGE OF:

1. Planning, organization and direction of designated operations, activities and services of PVC's Counseling Services and Disabled Students Programs and Services.
2. Principles and practices of administration.
3. College, State and federal standards and requirements and all regulations and policies for areas of responsibility including compliance with the American with Disabilities Act, Sections 504 and 508 of the Civil Rights Act,
4. Information technology and support the fundamental changes that are emerging with expanded use of technologies in the educational environment.
5. Counseling techniques and strategies related to assigned programs and services.
6. Title 5 regulations and applicable sections of the California Education Code.
7. Rules and regulations as set forth by the California Community Colleges Chancellor's Office that govern undergraduate professional educational programs.
8. Principles of leadership, community college curriculum and student services program development.
9. Community college goals, laws, and regulations as they related to Counseling and DSPP Services programs in California.
10. Learning theory and community college student characteristics.

11. Management principles, including planning, organizing, influencing, motivating and evaluating.
12. Record-keeping techniques.
13. Oral and written communication skills.
14. Policies and objectives of assigned program and activities.
15. Personal, academic, and career counseling experience, along with interpersonal skills using tact, patience, and courtesy.
16. Principles and practices of supervision and training.
17. Basic budget preparation and control.
18. Knowledge of applicable computer operations, assigned software, and data entry devices.
19. Recognize the vital role of counseling faculty in students' lives and academic success.

#### **ABILITY TO:**

1. Plan, organize, control and direct designated operations, activities, programs, and services of the PVC Counseling Service and DSPS.
2. Coordinate and direct communications, personnel, resources, schedules, and information to meet the needs of assigned programs and enhance the effectiveness of designated programs and services.
3. Assist with educational planning and program development in accordance with the missions, goals and objectives of the College and Program.
4. Plan and organize tasks relevant to program needs.
5. Train, supervise and evaluate the performance of assigned personnel.
6. Relate effectively with a wide diversity of students, faculty, personnel, and community members.
7. Communicate effectively both orally and in writing with students, faculty, personnel and outside agencies and representatives and relate well to the College community and students.
8. Develop consensus-building skills.
9. Assist students in achieving their personal, academic, and career goals.

#### **MINIMUM QUALIFICATIONS**

1. Master's degree in a related field from an accredited college or university.
2. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators, and personnel.
4. Must meet the minimum qualifications for a DSPS counselor or instructor set forth in Section 53414(a) through (d) or meet the minimum qualifications for an educational administrator set forth in Section 53420 and, in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields: (1) instruction or counseling or both in a higher education program for students with disabilities; (2) administration of a program for students with disabilities in an

institution of higher education; (3) teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or (4) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominately or exclusively related to persons with disabilities.

### **PREFERRED QUALIFICATIONS**

1. Progressively responsible administrative experience in an accredited institution of higher education, preferably in a community college.
2. Master's degree in counseling or a related field.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, as listed above, with or without a reasonable accommodation.

### **CLASSIFICATION/SALARY**

1. This is an Educational Administrator position.
2. Row 10 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

## **PALO VERDE COMMUNITY COLLEGE DISTRICT**

*Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.*