



## **PALO VERDE COMMUNITY COLLEGE DISTRICT**

### **DEAN OF STUDENT SERVICES**

#### **NATURE OF THE POSITION**

Under the supervision of the Assistant Superintendent/Vice President of Instruction and Student Services, the Dean of Student Services at Palo Verde College provides administrative leadership and oversight for all services, operations, programs, activities, and personnel within the Student Services Division. Plans, organizes, administers, develops, evaluates, and directs the staff, programs, projects, operations, and activities of student support and academic programs. The Dean of Student Services supports District-wide initiatives to promote education through an equity mindset and the integration of inclusive, culturally competent practices across the institution, to provide greater awareness of student needs. The Dean of Student Services fosters cooperative relationships within the District to enhance student success and continuous quality improvement of services.

#### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

1. Provides leadership in the administration and enhancement of Student Services Division programs, focusing on equity and student-centered service.
2. Oversees student support services focused on student attraction, retention, and academic achievement; assumes administrative responsibility of programs focused on outreach, guided pathways, matriculation, academic development, counseling, financial aid, and fostering student self-sufficiency, aimed at serving students from diverse cultural and economic backgrounds.
3. Oversees District and student sponsored activities, campus organizations, campus clubs, and social; collaborates closely with faculty and staff to help close access and achievement gaps to provide equitable outcomes for all students; takes collective responsibility for student outreach, attraction, retention, articulation, transfer, and success, promoting equitable outcomes.
4. Promotes collaborative decision-making to enhance innovation and meet student needs.
5. Collaborates with faculty and staff to deliver effective programs and services that mitigate barriers to student success and adhere to accreditation standards.
6. Develops equity-focused student engagement activities in line with the District's mission.
7. Collaborates with faculty and staff on guided pathways to improve curriculum relevance and student achievement; identifies opportunities for improvement and directs the implementation of change.

8. Monitors and accurately interprets, explains, implements, and articulates compliance with all District, Title IX, State, and Federal standards, requirements, laws, codes, rules, regulations, policies, and procedures.
9. Engages in shared governance to support institutional effectiveness and maintain accreditation, emphasizing collaborative decision-making.
10. Provides leadership in personnel management, encouraging a culture of continuous improvement and professional development.
11. Supports, and promotes compliance with the District's Equal Employment Opportunity (EEO) Plan in all aspects of employment and education; champions diversity in staffing and curriculum to foster an inclusive educational environment; supports District efforts to increase campus-wide commitment to diversity.
12. Develops equity-focused programs to support enrollment and completion among historically underserved groups, as well as the student population as a whole.
13. Introduces new programs and services to enhance student success and encourage cross-division collaboration.
14. Manages and participates in the development and administration of the division's budget; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments.
15. Acts as the Title IX Coordinator; leads in the planning, organizing, scheduling, and directing of the development of Title IX activities.
16. Works closely with the Dean of Instruction to promote innovation and collaboration between instructional and student services functions.
17. Integrates student support services into co-curricular activities.
18. Oversees the student handbook(s). Develops and manages student equity and stakeholder needs.
19. Uses a variety of computer software and equipment to research, enter, modify, and retrieve data for preparation of reports, correspondence, and other written materials; maintains current knowledge of new technologies and innovation pertinent to assigned programs and higher education in general.
20. Serves on management councils and other District committees; participates as an administrative representative in the planning, development, and modification of division programs.
21. Prepares and delivers oral presentations concerning student programs and services and related needs and requirements.
22. Maintains association with relevant professional organizations and activities.
23. Performs other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### KNOWLEDGE OF:

1. Planning, organization, and direction of designated operations, activities, and services of District's Student Services including Counseling, the Rising Scholars Program, EOPS, DSPS, and categorical programs like Umoja, Puente, and Upward Bound, emphasizing strategic planning, effective organization, and leadership.

2. District, State and Federal standards and requirements and all regulations and policies for areas of responsibility particularly concerning the Americans with Disabilities Act and sections of the Civil Rights Act.
3. Information technology and support of the fundamental changes that are emerging with expanded use of technologies in the educational environment.
4. Title 5 and Title IX regulations, California Education Code, and guidelines from the Chancellor's Office governing educational programs.
5. Curriculum development and instructional program implementation principles, informed by learning theories and the demographics of community college students.
6. Management best practices, including planning, motivating, evaluating, and maintaining clear records and communication.
7. Policies and objectives of assigned program and activities.
8. Administration, supervision, training, and budget management.
9. Applicable computer operations, assigned software, and data entry devices.
10. Budget preparation, fiscal management, and resource allocation to align financial planning and reporting with educational program goals.

#### ABILITY TO:

1. Direct and manage the Student Services Division, including Counseling, the Rising Scholars Program, EOPS and DSPS ensuring programs align with District goals and effectively meet student needs.
2. Coordinate resources, staff, and information to optimize the effectiveness of services and programs, while also engaging in educational planning and development.
3. Train, supervise, and evaluate performance of assigned personnel, fostering a collaborative environment that supports diversity and strong community relations.
4. Communicate effectively with all members of the educational community, employing consensus-building skills to facilitate program improvements and student support.
5. Champion the role of counseling in student success, assisting students in achieving their personal, academic, and career goals through strategic program development and staff engagement.
6. Assist with educational planning and program development in accordance with the missions, goals and objectives of the District and Program.
7. Communicate effectively both orally and in writing with students, faculty, personnel and outside agencies and representatives and relate well to the district community and students.

#### **MINIMUM QUALIFICATIONS**

1. Master's degree in a related field from an accredited college or university.
2. One (1) year of increasingly responsible experience in the administration of student programs and services within a community college or similar organization.
3. Demonstrated sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability, and socio-economic backgrounds of students, faculty, administrators, and personnel.

## **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS**

1. Hold and maintain a valid driver's license.

## **PREFERRED QUALIFICATIONS**

1. Experience in counseling within higher education.
2. Experience within the California Community College system.
3. Experience in developing, assessing, and documenting course, program, and institutional Student Learning Outcomes as related to student services.
4. Knowledge of the California Education Code, Title 5 regulations, Chancellor's Office administrative procedures, federal laws and regulations, and other legal frameworks that influence the policies and practices of student success and assessment operations in the district.
5. Experience in Umoja, Puente, counseling and advising.
6. Experience in articulation and transfer.
7. Experience with dual enrollment and Career Technical Education.
8. Experience with the Rising Scholars programs, or equivalent initiatives.

## **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, with or without reasonable accommodation.
3. This position conducts routine visits to all serviced locations, including California Department of Corrections and Rehabilitation (CDCR) facilities, Palo Verde College's Needles Center, and local high school districts offering dual enrollment classes.

## **CLASSIFICATION/SALARY**

1. This is an Educational Administrator position.
2. Row 11 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The district 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.*