



**DEAN, COUNSELING AND STUDENT SUCCESS**

**DEPARTMENT:** Counseling

**COLLEGE:** De Anza

**SALARY GRADE:** [A2/A3 - J](#)

**POSITION PURPOSE:**

Under the direction of and reporting to the Vice President of Student Services, the Dean of Counseling and Student Success is primarily responsible for the leadership, management and supervision of the Counseling Division and the International Students Program. The Dean must have a vision for the Counseling Division that complements the college's mission, Institutional Core Competencies (ICCs) and student-centered values.

**NATURE and SCOPE:**

The Dean is charged with managing the core counseling functions: academic, career, and personal counseling, outreach, college governance participation, program review/SSLOs, research best practices, training/professional development and other duties as assigned. The Dean is responsible for implementing and maintaining Student Support and Success Program (SSSP) components: orientation, assessment, counseling, advising, education planning and follow up for at-risk students. This position is also responsible for developing and administering budgets; making all policy and operational decisions regarding Counseling services.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Manage, evaluate and coordinate the service areas within Counseling Services and the International Students Program in accordance with legal requirements, District policies and sound educational principles and practices.
2. Supervise, coordinate, and evaluate a diverse staff of faculty and classified employees.
3. Direct existing curriculum (career/life planning, counseling, and human development courses) and inform the development of new curriculum.
4. Review programs and services to ensure that they are consistent with the College's goals and to ensure diverse ethnic, cultural and gender perspectives are addressed.
5. Assist in preparing catalog material, class schedules and other program information as needed.
6. Participate in the development and implementation of policies and procedures.
7. Coordinate the Counseling Center services and activities.
8. Collaborate with other administrators, supervisors, and instructional faculty to develop and coordinate programs and services across the campus and curriculum to meet the needs of a diverse student population.
9. Oversee the counseling and advising of all students.
10. Monitor and follow-up with targeted at-risk students.
11. Develop and oversee operations, systems and details including work schedules, staff assignments, coordination of day and evening services and schedule of counseling related classes.

12. Administer annual budget.
13. Participate in college-wide and student services planning initiatives and activities.
14. Cultivate relationships with local high school districts and other relevant community agencies.
15. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
16. Plans, develops, administers, and evaluates counseling, transfer, career, re-entry, and health service programs.
17. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
18. Perform related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Student Services programs and strategies to promote retention and student success.
2. Budget development, personnel selection and program evaluation.
3. Departmental procedures, practices and policies.
4. Curriculum development.
5. De Anza College governance policies.
6. District Mission and Values.
7. Knowledge of legal and ethical standards of the counseling profession in the community college setting.
8. Computers: Word, Word Perfect, technological communication tools.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Supervise and/or manage a complex student services program serving a diverse student population.
4. Lead, advocate and network in the interest of the students, the College mission and ICCs.
5. Strong supervisory skills.
6. Proven leadership management.
7. Motivational and mediation skills.

### **Education and Experience:**

1. Master's degree from an accredited university or college.
2. One year of administrative experience, formal training, internship or leadership in any related field.

### **Preferred Qualifications:**

1. Progressively responsible administrative experience in a college or university environment.
2. Knowledge of student services or academic programs and strategies to promote retention and student success.
3. Knowledge of budget development, personnel selection and program evaluation.
4. Knowledge of curriculum development.
5. Knowledge of legal and ethical standards of the counseling profession in the community college setting.
6. Ability to use a computer and software such as Word, Excel, SARS, student information systems (Banner, Datatel, PeopleSoft) and other technological communication tools.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Revised: August 2002; November 2014

Ed Code: H-10

Creditable Service: STRS