



Associate Dean, Student Affairs

DEPARTMENT: Student Affairs

COLLEGE: De Anza

SALARY GRADE: A2/A3 - I

JOB SUMMARY

Reporting to the Dean of Student Development and EOPS at De Anza College and operating from a strong equity and restorative justice lens, the Associate Dean of Student Affairs serves as the college's Judicial Affairs Officer, Grievance Officer, and Unlawful Harassment Coordinator. The director is responsible for the day-to-day administration of the Student Affairs, Students Rights and Responsibilities, student disciplinary procedures, student grievances and crisis intervention. The Associate Dean of Student Affairs is the first point of contact for the college regarding student conduct violations, behaviors of concern, and disruptive behavior. The incumbent is responsible for ensuring that student judicial affairs cases are adjudicated in compliance with board policy, California Education Code and the U.S. Constitution. In addition, this administrator is responsible for enforcing policies on student rights and responsibilities and unlawful harassment.

KEY DUTIES and RESPONSIBILITIES:

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

1. Supports social justice, equity, and awareness in programs and service delivery.
2. Furthers the college's commitment to global, cultural, and social awareness through the praxis of equity, social justice, and multicultural education.
3. Serves as the college's primary Judicial Officer and Student Grievance Officer.
4. Fosters learning and student development through restorative discipline practices and by initiating appropriate actions to address behaviors that violate the Student Code of Conduct.
5. Responsible for campus-wide training and education for judicial affairs and works closely on health and safety concerns of campus students.
6. Develops, maintains and serves as the systems administrator for student discipline records via Maxient. Generates and maintains statistical reports and reports data to Police Services as necessary to comply with Clery Act reporting guidelines.
7. Completes and submits the Biennial Alcohol and Other Drug and other program specific reports to the college administration.
8. Maintains a high visibility on campus and serves as the first point of contact for crisis intervention and response.
9. Co-chairs Behavioral Intervention Team with Dean of Student Development & EOPS; Collaborates to facilitate the operational and process functions of the team including, but not limited to, updating the policy and procedure manual; coordinating team training; convening meetings and setting meeting agendas; assuring compliance with team protocol(s); gathering data; leading risk analysis efforts; assessing team effectiveness; and orchestrating the deployment of interventions.
10. Develops and maintains relationships with District Police to ensure campus safety, adjudicate discipline referrals, coordinate the handling of cases that are also subject to

- criminal proceedings, enforce interim suspensions and denial of consent to enter campus, and responds to calls for emergency assistance.
11. Receives and investigates complaints, adjudicates student conduct code violations in accordance with campus, Foothill-De Anza District policies and procedures, and ensures that due process is afforded to students in accordance with student rights and responsibility policies.
 12. Proposes policies and implements procedures that incorporate restorative justice and restorative discipline practices.
 13. Ensures the timely resolution of conduct issues; assists in mediating disputes; develops materials that communicate campus procedures and expectations concerning student conduct; and develops and maintains direct contact with campus departments.
 14. Regularly meets with and maintains strong and mutually supportive relationships with Student Health and Psychological Services for the purposes of referring students who are exhibiting mental health and medical needs.
 15. Develops training and instruction to hearing board members for student discipline and grievance hearings.
 16. Conducts presentations to the campus community about topics relevant to Student Rights and Responsibilities, and unlawful harassment policies.
 17. Analyzes trends and data in campus reporting and other areas of student life, anticipates areas of concern, and proposes appropriate strategies.
 18. Produces quarterly and annual Maxient and/or student judicial affairs report summaries.
 19. Supervises College Life classified staff and coordinates with the Director of College life in managing day-to-day operations.
 20. Oversees the department program review process, Student Learning Outcomes (SLO) and setting goals and objectives for continuous quality improvement.
 21. Hires, trains and conducts performance evaluations for classified staff in accordance with district policy and collective bargaining agreements.
 22. Performs related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Quality principles of trust, teamwork, and collaboration.
2. Principles and practices of higher education organizations and structures.
3. Principles of leadership, management, and supervision.
4. Appropriate technology for managing student conduct cases and student complaints,
5. Mission and goals of community colleges.
6. Shared governance principles, recognizing the importance of the democratic process and fostering open communication among all divisions, programs, and services; adhering to principles of trust, teamwork, and collaboration.
7. Violence threat and risk assessment principles, practices and appropriate interventions.
8. Knowledge of constitutional law related to due process rights.
9. Knowledge of laws, regulations and policies that pertaining to student affairs including FERPA, CLERY, Title 5, Title IX, and Americans with Disabilities Act (ADA)

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. Propose initiatives, develop proposals, and participate in and co-lead shared governance.
3. Develop and implement strategic planning process.
4. Communicate effectively orally and in writing.
5. Work effectively with diverse students, staff, faculty, and administrators individually and as team members.
6. Use independent judgment in the interpretation and application of rules, regulations, policies and procedures to address complex situations.
7. Represent and promote the division's interests in the administration of the college and district.
8. Provide leadership and direction to a diverse group of staff and students.
9. Effective presentation skills.
10. Handle difficult and sensitive issues and resolve conflicts with tact and diplomacy.
11. Train, assign, supervise, evaluate, and develop staff.
12. Interact effectively with diverse students, staff, faculty, and administrators, individually and as team members.
13. Utilize critical thinking and problem-solving skills to resolve unique and challenging situations.

Education and Experience:

1. Master's degree or equivalent combined experience/education in student affairs, student personnel administration, educational administration, counseling, or other related fields.
2. Two years' experience in investigating and adjudicating student conduct cases.
3. One years' experience in supervision/leadership experience in student services or student affairs.

Preferred Qualifications:

1. A minimum of 3 years of experience in an academic setting in the areas of student conduct, sexual harassment, disability services, and student personnel administration.
2. Background and training in conducting sensitive and confidential investigations.
3. Knowledge of relevant federal and state laws including the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the California Education Code, Title 5 of the California Code of Regulations and the California Penal Code.
4. Knowledge of state and federal regulations pertaining to managing student records and maintaining student rights, privacy, and safety (e.g., FERPA, Title IX, Campus Safety & Security Act, VAWA, CLERY, etc.).
5. Formal training in mediation and conduct resolution.
6. Knowledge and experience with using technology to manage student records.
7. Experience with conducting threat assessments in higher education settings.
8. Demonstrated competency in addressing and implementing diversity, equity, and inclusion issues, programming, and policy.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Must possess mobility to work in a standard office setting and use standard office equipment, including a computer.
2. Vision to read printed materials and a computer screen
3. Hearing and speech to communicate in person and over the telephone.
4. Standing in and walking between work areas is frequently required.
5. Dexterity of hands and fingers is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
6. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information.
7. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

Date Approved: May 06, 2024

Ed Code: H-10

Creditable Service: STRS