



**FOOTHILL-DE ANZA**  
Community College District

## Office of Human Resources and Equal Opportunity Administrator Job Description

### DEAN, COUNSELING, DISABILITY SUPPORT PROGRAMS AND SERVICES AND TITLE IX COORDINATOR

**DEPARTMENT:** Counseling

**COLLEGE:** DeAnza

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

#### POSITION PURPOSE:

Under the direction of and reporting to the Vice President of Student Services, the Dean, Counseling, Disability Support Programs and Services (DSPS) and Title IX is primarily responsible for the leadership, direction and coordination of the Counseling, Disability and Support Programs and Services (DSPS) departments and serves as the college's Title IX Coordinator. The Dean must provide leadership and have a vision for the Counseling and DSPS division that complements the college's mission, Institutional Core Competencies (ICCs) and student success and completion and the CA Chancellor's Office Vision 2030 in completion of Student Goals.

#### NATURE and SCOPE:

The Dean, Counseling, DSPS and Title IX Coordinator is charged with planning, developing, organizing, and directing the managers, coordinators, faculty and staff engaged in the core Counseling functions and the Disability Support Services departments including academic, transfer, career, and personal counseling, college governance participation, program review//SSLOs/AUOs, research best practices, guided pathways, training and professional development. The Dean is responsible for providing leadership in assessment, counseling, articulation, transfer, education planning, and early alert in traditional and virtual environments and oversees the curriculum, scheduling and enrollment management for Counseling and DSPS courses.

The position develops and manages divisional budgets, determines allocations, obtains approvals and is responsible for policy, procedural, supervisory and budgetary decisions; analyzes and evaluates data for specific use and submits required reports; interprets and applies rules, regulations, policies and procedures to comply with District, state and federal regulations; provides leadership and centralized support to ensure District compliance and enforcement of with all requirements under Title IX, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act; prioritizes workloads and conflicting demands for managers, faculty and staff; determines academic accommodations and support services for students with disabilities; and works with community agencies that serve people with disabilities to obtain support services for students.

#### KEY DUTIES and RESPONSIBILITIES:

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

1. Provide vision, leadership, long-range planning, and direction for the Counseling, DSPS and Title IX division instruction and counseling programs, services and operations including the De Anza HOPE Services, programs to assist students with access to Disability Services including learning disabilities assessment, computer center, and services for the hearing impaired, Transfer Services, Career Services, Academic Awareness and Early Alert Programs.
2. Participate in the development and implementation of policies and procedures and assure consistency of department objectives with those of the District and College student support services plans and in accordance with legal requirements and sound educational principles and practices.
3. Manage, coordinate, and evaluate a diverse staff of directors, coordinators, faculty and classified employees with respect to each bargaining units' respective agreement with the district.
4. Develop and oversee divisional operations, systems and details including work schedules, staff assignments, coordination of day and evening services and schedule of Counseling and DSPS related classes and services.
5. 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 included.

6. Research grant and other funding opportunities to supplement the needs of the program and meet the needs of students with disabilities.
7. Conduct analysis, projections, and expenditure reports for division budget.
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 preparation of curriculum, catalog material, class schedules and other program information as needed.
10. Interpret federal, state, and District regulations pertaining to the rights of students and staff to access education and develops procedures and practices to ensure compliance including California Education Code, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act, AB77, Title 5 and Title IX.
11. Coordinate communications to promote divisional programs, services, activities, and information between students, faculty, administrators, service providers, outside organizations, the public and various local, State, and federal agencies.
12. Lead or participate in all administrative meetings as required and leads and participates in shared governance committees.
13. Work with department faculty and staff to determine appropriate accommodations for students with disabilities; work with faculty and departments to implement those accommodations in the instructional setting.
14. Serve as college Title IX Coordinator; provide leadership and centralized support to campus-wide Title IX awareness, sexual harassment/violence prevention, training and programs to maintain a safe educational and working environment; respond to, coordinate and oversee investigations and resolution of formal and informal Title IX complaints, issues and concerns.
15. Participate in college-wide and student services planning initiatives and serve as key leader in implementation of Guided Pathways and related statewide initiatives.
16. Oversee various staff in virtual environments to ensure seamless delivery of student services.
17. Establish, maintain and file accurate student and program records and reports to satisfy District, state, and federal requirements.
18. Perform related duties as required.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Divisional programs, services and operations.
2. Legal and ethical standards of the counseling profession in the community college setting.
3. Accommodations and support services typically provided to students with disabilities in community colleges.
4. Special equipment, technology and materials available for persons with disabilities.
5. Title IX process steps and procedures.
6. Budget management.
7. California Education Code, federal, state and District laws, rules and regulations including but not limited to Collective Bargaining, Title 5, Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act, Family Medical Leave Act and Title IX.
8. Accreditation requirements.
9. Principles of leadership, management, and supervision.
10. Standards and practices of higher education organization and structure.
11. Computers: commonly used software and communication mediums.

### **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. Supervise and/or manage a complex student services program serving a diverse student population.
3. Budget development, personnel selection and program evaluation.
4. Lead, advocate and network in the interest of the students, the College mission and ICCs.

5. Develop curriculum and course schedules.
6. Communicate effectively both orally and in writing, including complex proposals and presentations.
7. Strong supervisory skills.
8. Proven leadership management.
9. Motivational and mediation skills.
10. Ability to use a computer and software such as MS Office, Banner student information system, scheduling software and other technological communication tools.

**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. Understanding of, and ability to implement student equity programs and services with an emphasis on effectively serving disproportionately impacted groups.
3. Meet minimum qualifications for the counseling discipline.
4. Demonstrated success as a college counselor or faculty member or leading a DSPS program.
5. Demonstrated ability to provide administrative leadership in a college culture that values equity and shared governance.
6. Demonstrated ability to develop creative and innovative solutions in a virtual/online environment.
7. Knowledge of student services and academic programs and strategies to promote retention and student success.
8. Knowledge of DegreeWorks, Starfish or other online student educational planning tools.
9. Knowledge of and experience with early alert programs.
10. Understanding of and ability to implement student equity programs and services.

**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.

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Ed Code: H-10

Creditable Service: STRS