

BARSTOW COMMUNITY COLLEGE DISTRICT

POSITION: DEAN OF COUNSELING AND STUDENT SUCCESS

Under the direction of an administrator, the Dean of Counseling and Student Success is responsible for a Division that integrates and provides academic and administrative support to a diverse student population. The Dean is responsible for the administration and supervision of all areas within Counseling Services and Disabled Student Programs and Services, regardless of location. This position supports many of the college Student Success Initiatives and requires a demonstrated ability to direct the activities of related functions and services, and to provide leadership to the Counseling faculty and staff.

The Dean of Counseling and Student Success serves as a first line administrator in planning, development, implementation, and evaluation of the Transfer Center, ACCESS, career and personal counseling, job services, Articulation Office, counseling, Mental Health Services, athletics counseling, crisis counseling and the hiring and assignment of counselors and support staff. This role also includes the supervision, development and evaluation of staff, and the development and management of budgets. The Dean conducts professional meetings with the counseling faculty and classified personnel. The Dean coordinates the student discipline process and crisis intervention counseling.

REPRESENTATIVE DUTIES:

- Leads, trains, supervises, assesses, and evaluates counseling services and programs for effectiveness and efficiency. Assures provision of student-centered services and supports student success initiatives.
- Collaborates with administrators, faculty, and staff to develop and coordinate programs and services that provide integrated instructional and student services that meet the needs of a diverse student population.
- Provides leadership for Mental Health counseling services, student health and wellness, discipline, and coordinates and communicates with faculty regarding support services and regulations in this area.
- Provides leadership and support for articulation, ensuring agreements with four-year colleges are current, maintained, archived, and communicated to faculty, staff, students, colleges and oversight agencies.
- Organizes and oversees planning for orientation services, counseling, advising, and follow-up with targeted students such as those that are under-represented, undecided, in need of supplementary services, or on academic probation.
- Provides leadership and oversees the planning, supervision, assessment and evaluation of the Transfer Center including their programs, services, personnel, interagency reports, contracts, and budgets.
- Provides leadership and oversees the planning, supervision, assessment and evaluation of the ACCESS Department including their programs, services, personnel, interagency reports, contracts, and budgets.
- Provides leadership and oversees the planning, supervision, assessment, and evaluation of assigned programs including services, personnel, interagency reports, contracts, and budgets.
- Provides leadership in new and emerging technologies in support of student success.

- Leads, trains, supervises, evaluates and provides information to staff to enhance their ability to accomplish the area's objectives, vision, and mission.
- Review programs and services to ensure that they are consistent with the college's strategic plan and to ensure diverse ethnic, cultural and gender perspectives are included.
- Oversees the preparation of counseling schedules, teaching assignments
- Leads the efforts for the identification of program opportunities during the annual program review, and uses results to implement appropriate solutions
- Establishes service-level standards for staff. Monitors, coaches, and evaluates the staff performance to departmental objectives and personal development targets.
- Develops relationships with local high school districts, community service agencies, and business, educational and governmental organizations as needed to respond to student needs.
- Designs and implement tracking and evaluation systems to evaluate student progress.
- Provides communications to high schools, giving feedback on student success.
- Counsels students, including those referred for specialized assistance. Including crisis intervention or to discuss appeals or academic concerns.
- Develops and maintains systems for up-to-date student records. Ensures confidentiality and privacy of information.
- Develops and monitors budgets and maximizes financial resources.
- Participates on or chairs committees, task forces, and special assignments.
- Ensures accuracy of print and online publications related to the area of responsibility.
- Authorizes and monitors unassigned time, reassigned time, and changes of faculty assignments.
- Maintains currency of knowledge and skills related to the duties and responsibilities.

EDUCATION AND EXPERIENCE:

MINIMUM QUALIFICATIONS:

- Master's degree in Counseling, Psychology, Social Work, Career Development, or equivalent discipline related to the administrative assignments
- 3 years of full-time counseling experience or the equivalent, preferably at the community college level
- Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community and employee population

DESIRED QUALIFICATIONS:

- Leadership experience within a two-year community college environment
- Excellent interpersonal, verbal, and written communication skills
- Innovative student services professional with risk analysis expertise
- Effective conflict resolution while maintaining high degree of personal and departmental integrity and openness with students, faculty and staff
- Experience developing, allocating, and monitoring budgets associated with

athletic programs

WORKING CONDITIONS:

Environment: Office environment.

Physical Abilities: Hearing and speaking to exchange information and make presentations; seeing to read a variety of materials; and dexterity of hands and fingers to operate a computer keyboard.

Hazards: Contact with dissatisfied or abusive individuals

CONDITIONS OF EMPLOYMENT: A full-time, 12 month, certificated management position. Indexed to placement at Range 19 on the Management and Confidential Salary Schedule.

Board Approved: April 19, 2023