

Barstow Community College District

JOB DESCRIPTION

POSITION: DIRECTOR OF STUDENT LIFE AND CONDUCT

BASIC FUNCTION:

Under the leadership and guidance of the Vice President of Student Services, the Director of Student Life and Conduct (hereafter referred to as Director) will direct student conduct, develop comprehensive student engagement programs and services, and strengthen co-curricular experiences (both online and in-person) intended to enrich the campus experience of Barstow Community College (BCC) students. The Director will be responsible for appropriate facilitation and supervision of student club activities, serve as the advisor to the Associated Student Government (ASG), and be involved in developing opportunities that enhance the overall educational experiences of students through the development of, exposure to, and participation in social, cultural, multicultural, intellectual, recreational, community service, volunteering, leadership, and service learning.

The Director provides leadership for and oversight of the behavioral intervention system and the student conduct system and is responsible for education and adjudication activities, including case management, documentation, and active and ongoing campus education related to student rights and responsibilities. In this role, the Director develops an educational climate supporting the college's mission. Responsibilities center on fostering an environment that encourages sensible conduct choices and personal and academic integrity as values. This is accomplished through positive educational programs that promote appropriate behavior and enforcement systems that respond to community college standards violations. The Director will receive and mediate student grievances and complaints, including meeting with students, faculty, and campus and external constituents to explain laws, regulations, processes, policies, and procedures.

The Director shall have extensive collaborative and cooperative relationships with various executive, faculty, professional, and staff individuals within the College and community. The incumbent must develop critically essential contacts and relationships with faculty, staff, and students. The Director is expected to collaborate with academic, administrative, and student services on campus and elsewhere to educate, serve, and retain students from diverse backgrounds.

REPRESENTATIVE DUTIES:

Student Conduct

- Serve as the principal student conduct officer, enforcing the Student Code of Conduct, ensuring due process is met, and keeping up to date with current legal issues in higher education, administrative procedures, board policies, and state and federal regulations.

- Resolve student grievances and conduct issues, complaints, and problems. Conduct timely and comprehensive investigative reviews of student conduct processes, procedures, and policies.
- Provide leadership in resolving student and community conflicts utilizing advising, counseling, mediation techniques, facilitated dialogue, restorative practices, and formal adjudication.
- Address student concerns, make referrals, and leverages resources with the Learning Resource Center, Counseling, the Mindful Space, Disabled Students Programs and Services, and other related internal and external partners. Consult with faculty, staff, and administrators as appropriate. This Director will collaborate with campus security, Barstow Police Department, staff, faculty, and administration to administer and oversee the Student Code of Conduct and related student discipline and due process procedures.
- Provide interpretations, correspondence, and recommendations to the Vice President of Student Services on student discipline, conduct, student activities, co-curricular activities, and areas of responsibility.
- The Director shall collaborate with campus leaders to effectuate a Student Behavioral Intervention Team to evaluate and assist students in crisis, behavioral, and conduct issues and provide guidance and supervision using a case management approach to facilitate student success.
- Develop educational marketing materials related to the Student Code of Conduct, judicial affairs process, confidentiality and privacy laws, conflict resolution, and civility.

Student Life

- Provide leadership for the Office of Student Life and develop a robust calendar of planned student activities and co-curricular experiences that integrate instructional, student services, leadership and community tenets.
- Plan and coordinate educational, social, and cultural student activities that engage students in learning experiences that promote personal and academic success. Oversee and assist in developing various activities, events, and programs for students' social, cultural, and instructional development.
- Serve as the Associated Student Government (ASG) advisor and supervise all operations and activities related to ASG. Ensure ASG operations adhere to District policies, including timely submission of administrative forms and compliance with rules and regulations.
- Provide guidance and assistance to student government leaders, club advisors, and emerging student leaders. Host regular training for student club advisors, leaders, and student governance. Facilitate council meetings for all student organizations.

- Build regular leadership seminars, training, modules, and workshops for student clubs, affinity groups, student governance, and campus constituents.
- Coordinate and organize program activities with other Student Services functions and instructional programs; provide technical expertise and input concerning student activities; recruit and assist staff and faculty for events and activities.
- Develop, manage, and evaluate student activities and services; enforce rules and regulations per appropriate District policies and state and federal regulations.
- Arrange for college representation at conferences and meetings concerning student groups; represent college administration at student government conferences; communicate with other Student Services program personnel, district administrators, support personnel, faculty, and others to coordinate student activities and programs.
- Direct program activities with other Student Services functions and instructional programs; provide technical expertise and input concerning student activities; recruit and assist advisors for student clubs.
- Motivate and guide student leaders in constructive and productive activities consistent with their objectives and College goals.
- Institute a broad and well-supported club program responding to student's interests.

Student and Community Engagement

- Design, implement, and evaluate the Ambassador's Program, Vikings Volunteers, Leadership Development, and other student life programs to ensure quality and diverse programs are aligned with District goals supporting student's personal and academic success.
- Coordinate significant student events such as graduation, Student Recognition Day, Scholarship Day, and other extra-curricular activities; plan and implement a program of publicity and outreach activities that inform and involve students.
- Assist the Vice President of Student Services in developing and implementing a year-round community outreach and student activities program of events.
- Collaborates with both formal and informal/grassroots constituent groups, leaders, and stakeholders to plan and deliver programs and services that address the needs of students from diverse backgrounds and ensure effective processes and procedures that facilitate dialogue and strengthen a campus climate of respect, innovation, and commitment to social justice.
- Manage, coordinate, and evaluate the services offered, the faculty, other personnel, and the facilities comprising the areas of responsibility.

Administration

- Administer annual program budgets, including Student Life and Development funds. Recommend and provide justifications regarding budget requests, authorize expenditures of Student Life monies and other fund expenditures, receipts and disbursements according to District policies and applicable regulations.
- The Director shall manage the areas of responsibility under Student Life and work closely with the Vice President of Student Services to manage the area's financial, human resources, and business functions following District policies.
- Collaborate with faculty, counseling, and support programs to develop and implement innovative programs and strategies to support student success.
- Coordinate the development of assigned publications, marketing, and promotions that include social media, website development, and communication campaigns.
- Manage, assess, and evaluate assigned programs, services, and activities. Recommend additional programs and implement approved plans and policies to develop, facilitate, or improve outcomes, operations, and services leading to student success.
- Create and implement campus-wide training and development programs for administrative, faculty, and classified staff to include training within areas of responsibility.
- Assist in revising Board policies and administrative procedures within areas of responsibility.
- Assist the Vice President of Student Services to accomplish the mission and goals of the college, division, and related areas. Serve on pertinent College district committees and at regional and state meetings.
- Responsible for the selection, supervision, training, and development, and evaluation of faculty and support staff assigned to the area. Serve as a mediator in student conflicts involving faculty and staff; facilitate consensus decision-making. Provide training to employees, as appropriate, in work procedures, standards, and safety practices.
- Perform other work-related duties as may be assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of administration, supervision and training.
- Experience with student success programs in a community college setting.
- Basic parliamentary procedures such as Robert's Rules of Order.

- Campus governance structure and processes.
- Knowledge of behavioral intervention best practices.
- Knowledge of student conduct management and student development principles.
- Basic scheduling and budgeting procedures and practices.
- Experience in handbook development procedures.
- College policies, judicial affairs and student disciplinary process, including students' due process rights and responsibilities.
- Counseling, group dynamics, and interpersonal communication skills.
- Ellucian, Banner, and Advocate software applications.
- Microsoft Office Word, Excel and PowerPoint
- Knowledge of state and federal codes and regulations that govern California community college student developmental and instructional services (or their equivalents), including:
 - Pertinent sections of Title 5 of the California Code of Regulations of student developmental, curriculum, and instructional services.
 - Pertinent sections of California Education Code.
 - Americans with Disabilities Act (ADA) compliance regulations.
 - California State Chancellor's Office (Systems Office) legal opinions and advisories.
 - District Board policies and administration procedures.

Ability to:

- Work as part of a management team dedicated to collaboration and supporting a college goal of integrating instruction and student services to create and maintain a supportive student-learning environment.
- Exercise group leadership skills, emphasizing collaboration, consensus building, conflict resolution, and problem-solving in an environment of shared governance.
- Discern the nuances of student conduct, discipline, and behavioral cases with utmost care and compassion to uphold regulations, rules, and policies while working with students and employees of the District.
- Maintain strict confidentiality for the privacy of students, faculty and staff.
- Establish and support collaborative relationships with faculty, staff, and administrators, specifically Barstow Police Department, The Mindful Space, Disabled Student Programs and Services, and Human Resources.
- Lead and facilitate the practical use of computer and instructional technology to facilitate and support student services and staff productivity.
- Interpret and apply regulations, policies, guidelines, and procedures.
- Plan, organize, and conduct group functions and meetings.
- Supervise and coordinate student activities and assigned staff. Provide direction to student volunteers.
- Prepare and control budget.
- Work with a high degree of independence and initiative.
- Plan, organize, and evaluate programs, services, and events.
- Coordinate, create, and plan activities, professional development, and training for student groups and staff and faculty sponsors.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college/university, preferably in counseling, educational leadership, student success, or a related field.

Three years of full-time experience with progressively increasing responsibilities demonstrating integrative leadership for student activities, student life, and student conduct, or management-level administration in departments closely related to areas of the Director's responsibilities.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college faculty, staff, and students. Demonstrated leadership in developing and providing services for first-generation, low-income, and at-risk students and enabling student success for underserved students.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license (preferably a Class C license)

WORKING CONDITIONS:

Environment:

Office environment, subject to constant interruptions; driving a vehicle to conduct student activities; activities may be held indoors or outdoors.

Physical Abilities:

Hearing and speaking to exchange information; sitting, standing, and walking; lifting light objects up to 20 pounds; bending at the waist and reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate a computer terminal.

CONDITIONS OF EMPLOYMENT:

A full-time, 12-month, educational management position placed on the Management Salary Schedule at a Range 15. This position is subject to evenings hours and weekends.

Board Approved: March 20, 2024