Foothill-De Anza Community College District

Dean, Counseling and Matriculation

Department: Counseling
College: De Anza College
Date: August 2002

POSITION PURPOSE

Reporting to the Vice President of Student Services, provides vision and organizational leadership for the Counseling Division; plans, administers, and evaluates the division’s programs; organizes and oversees the matriculation process. The Dean provides crisis intervention, counseling and consultation services to the college; participates in the development and implementation of policies and procedures; and supervises, coordinates, and evaluates a diverse staff of faculty and classified employees.

NATURE and SCOPE

The Dean of Counseling and Matriculation supervises the following personnel: Health Services Coordinator, Coordinator of the Office of Relations with Schools, the Coordinator of the Transfer and Career Center, the Coordinator of A Starting Point, Counselors, Academic Advisors, Counseling Division Assistant(s), International Student Programs Supervisor, SLAMS Coordinator, RENEW Coordinator, and the PUENTE Coordinator. This position is also responsible for developing and administering budgets; making all policy and operational decisions regarding Counseling services.

KEY DUTIES and RESPONSIBILITIES

1. Plans, develops, administers, and evaluates counseling, transfer, career, re-entry, and health service programs.
2. Coordinates the Counseling Center services and activities to promote student access and success.
3. Facilitates development of shared vision, values, goals, and objectives in the division.
4. Directs existing curriculum (career/life planning, counseling, and human development courses) and the development of new curriculum.
5. Reviews 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.
6. Collaborates 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.
7. Organizes and oversees planning for matriculation processes including services and programs for orientation of all students. Counseling and advising all students; monitoring and follow-up of targeted at-risk students including but not limited to: underrepresented students, students who are undecided about their educational goals, students on academic or progress probation, students in basic skills courses.
8. Provides crisis intervention, counseling and consultation services to the college community, as defined by college policies and procedures.
9. Develops and oversees operations systems and details including work schedules, staff assignments, coordination of day and evening services and schedule of classes.
10. Administers annual budget.
11. Prepares and maintains records and reports related to matriculation personnel, students, budget, counseling services, and program review.

12. Participates in college-wide and Student Services planning initiatives and activities.

13. Supervises, coordinates and evaluates a diverse professional, paraprofessional and support staff.

14. Cultivates relationships with local High School Districts and other relevant community agencies.

15. Supports, implements, and promotes compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.

16. 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.

17. Performs other related duties as assigned.

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.


5. De Anza College governance policies.


7. Knowledge of legal and ethical standards of the counseling profession in the community college setting.


Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background 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 Division.

5. Strong supervisory skills.

6. Proven leadership management.
7. Motivational and mediation skills preferred.

Education and Experience:

1. Master’s degree in counseling or related field.

2. One year of successful leadership experience in program planning, development and supervision required. Five years of progressively responsible administrative experience in student services preferred.

3. Successful experience as a counselor working with academically, socio-economically and culturally diverse populations, and students with psychological, physical, and learning disabilities.

Working Conditions:

Typical office environment; subject to travel to conduct work

Date Approved: August 22, 2002
Grade: J
EEO-Category: H-11