

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, COUNSELING & ADVISING SERVICES

THE POSITION

The Director of Counseling & Advising Services is an Educational Administrator position as designated by the Board of Trustees of the Desert Community College District. The Director is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Director is expected to make appropriate recommendations for modifications, additions, or deletions in policy and/or through the appropriate reporting authority.

Under the direction of the Dean, Student Access and School Relations, provide leadership, coordination and vision for counseling, advising, and student psychological services. Manage, coordinate and evaluate the faculty, staff and the facilities comprising the areas of assigned responsibility.

REPRESENTATIVE DUTIES

The following duties are representative of the essential functions of the position.

1. Plan, coordinate and oversee assigned student programs, services and staff in the day, summer and evening programs in collaboration with the all areas on campus.
2. Work to integrate counseling & advising services with other student service and instructional programs to address and meet student needs.
3. Work collaboratively with assigned faculty and staff to evaluate student needs and to evaluate programs for external requirements and regulations, modifications and improvements. Evaluate the need for new program development for currency and relevance. Develop surveys and manage statistical reports and other records to assess program effectiveness and student outcomes.
3. Administer, supervise and disseminate information about the Student Success and Support Program (formerly matriculation) and related activities. Monitor effectiveness of counseling and the Student Success and Support Program. Administrate outreach, recruitment and retention efforts.
4. Provide a comprehensive counseling program, including program development and articulation with feeder schools, transfer institutions, student advisement, placement, career planning and registration.
5. Prepare budget estimates; administer and monitor approved budgets. Develop annual goals and objectives for planning and evaluation purposes and operational efficiency. Recommend staffing and equipment needs for the program areas, anticipate future needs, assist with grant preparation and program fund applications, and ensure compliance with requirements. Make recommendations and develop policies and procedures.
6. Interpret county, state, federal and local policy and legislation governing the administration of assigned areas of responsibility. Coordinate program elements and services with regulatory and other external agencies.
7. Hire, manage, direct, assign and evaluate the work of faculty, advisors, and other support staff in the areas of responsibility, including counseling and advising and student psychological services. Provide training to employees, as appropriate, in work procedures, standards and safety practices. Serve as a mediator in conflicts involving students, faculty, and staff; facilitate consensus decision-making. Lead, model and guide to ensure good customer service is provided by all staff members.
8. Advise students, as needed, to develop student education plans, address student concerns, and ensure quality counseling services.
9. Regularly schedule and chair faculty and staff departmental meetings and special meetings as appropriate. Represent the District and attend regional and state meetings.
10. Compile and report information related to the department's programs to include Program Review, student success and outcome indicators, Student Learning Outcomes and special projects.

11. Understand and implement the use of information technology and support the fundamental changes that are emerging with expanded use of technologies in the educational environment.
12. Develop and maintain effective relationships with local schools, colleges and universities as related to areas of responsibility; and represent assigned departments and the college in community related activities as assigned.
13. Perform duties and responsibilities as assigned.

REQUIRED PROFICIENCIES

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE AND ABILITIES

Knowledge and understanding of community college students, their diverse ethnic and cultural backgrounds and the wide variety of their ages and educational goals as found on a community college campus and a demonstrated ability to work with people from this diverse population. Demonstrated skill in participatory decision-making and consensus building with strong communication and interpersonal skills. Develop and articulate a vision for a community college, learning-centered student support programs and services, which deals with the whole student; and demonstrated ability to read and interpret pertinent state and federal laws and regulations concerning community college counseling, articulation, career development, transfer planning, and student psychological services. Demonstrated organization skills and management expertise including successful personnel and budget management in student services. Demonstrated currency in counseling techniques and theories. Demonstrated ability to serve as an effective leadership team member. Implement new technologies as tools for learning, teaching, administering and generally improve the work area or scope of work. Ability to lead the division in program design and development. Plan, organize, direct, administer, review and evaluate programs and services within the division. Work with college faculty and staff to design, develop and implement approaches to address student needs. Demonstrated knowledge of the California Community College Student Success and Support Program Model (formerly matriculation), California Education Code and Title 5. Demonstrated communication skills, written and oral. Ability to relate positively to faculty, staff, students and community.

MINIMUM QUALIFICATIONS:

The Desert Community College District has established the following hiring criteria for all educational administrative positions:

Minimum qualifications for service as an Educational Administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master’s degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator’s administrative assignment.

LICENSES AND OTHER REQUIREMENTS

Valid California driver’s license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Educational Administrator