

PERALTA COMMUNITY COLLEGE DISTRICT - June, 2011

ACADEMIC MANAGEMENT JOB DESCRIPTION

**DEAN OF STUDENT SUPPORT SERVICES:
Disabled Student Programs and Services & TRIO Student Success Program**

**(Management Salary Range 3)
Job Code: 769**

CLASS PURPOSE

Under the general direction of Vice President of Student Services, coordinates the implementation of the Trio Student Success grant and the budget and reporting for the TRIO Grant as well as managing the DSPS program. The incumbent is responsible for coordinating the activities that support achievement of grant objectives as described in the grant proposal. S/he is responsible for ensuring regulatory compliance and for the management of the project budget. The incumbent works collaboratively with administrators and staff in the business office and grants office to support effective project management. This position will be evaluated on an annual basis and will be renewable every year pending renewal of grant funds.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Leads, plans, supervises, coordinates and evaluates all programs and services in Disabled Students Programs & Services (DSPS) and Trio Student Success Grant Project for effectiveness and efficiency. Develops, plans and implements work schedules to ensure necessary coverage during regular and peak periods and certifies all payrolls.
- Coordinates programs and services with other Student Services offices and departments to ensure most effective staffing and service delivery.
- Works with faculty to develop academic and support services and curricula for Trio and DSPS student populations.
- Provides leadership on behalf of Division employees for effectiveness in the teaching and learning process and in student success services and strategies.
- Provides leadership in the new and emerging technologies in support of student success for DSPS and Trio student populations.
- Provides leadership for and participates in the recommendation for selection of faculty and staff; and supervises, motivates, trains and evaluates faculty and staff in DSPS and TRIO.
- Supports a climate that promotes and expects innovation, cross-cultural effectiveness and improved service to students and the community. Works with advisory committees and outside evaluators.

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- Develops and implements plans, procedures, goals and objectives for Trio and DSPS in accordance with policies and guidelines at the district, state, and Federal levels.
- Chairs or serves on college committees; participates in local, regional, statewide, and national meetings; maintains compliance with division, district, state, and federal regulations; prepares and distributes required reports. Chairs the Trio Student Success Taskforce, coordinate meetings, set agendas, and maintain meeting records
- Manages the program budgets and reporting for the TRIO/DSPS in collaboration with BCC Student Services and Instruction, college and district accounting staff
- Establishes and maintains accurate, timely and complete recordkeeping processes, ensuring that all grant/categorical program reporting requirements and restrictions are observed and works in conjunction with the business office, coordinates and compiles data and prepares grant/categorical program reports
- Administers data regarding participants and program outcomes, conducts research regarding program effectiveness and student tracking, creates and/or archives project documentation
- Communicates an informed understanding of the objectives and outcomes of Trio and DSPS to grant/categorical program staff, administrators, other college personnel, and the grant/categorical program officer
- Attends conferences relevant to the programs and keeps current with trends and developments in the fields of learning outcomes, assessment, and basic skills education
- Collaborates with Public Information to develop public relations materials and media information for distribution
- Develops and manages the approved budgets, including state and federal funds, district funds, and categorical funds.
- Counsels students, including those referred for specialized assistance. Responsible for maintaining files, records, facilities, equipment and supplies.
- Plans and develops outreach programs for DSPS and TRIO programs; determines needs and makes appropriate referrals and follow-up arrangements with relevant service agencies and local high school contacts; and encourages underrepresented and disadvantaged students to enroll in appropriate educational programs, including, but not limited to DSPS and Trio.
- Promotes and supports developmental education, tutorial services, selected academic success strategies, learning communities and other motivational services to nurture a campus climate conducive to the success of educationally and socio-economically diverse current and prospective students for TRIO and DSPS students.
- Provides leadership in space and facilities planning.
- Anticipates, prevents, mediates and resolves conflicts and problems under areas of supervision.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Satisfaction of one of the following requirements:
 - (a) Possession of a master's degree, or equivalent foreign degree, in rehabilitation counseling, or
 - (b) Possession of a master's degree, or equivalent foreign degree, in special education, and twenty four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; or
 - (c) A master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare; and either twelve or more semester units in upper division or graduate level course work specifically in counseling or rehabilitation of individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following;
 - i. (A) Counseling or guidance for students with disabilities; or
 - ii. (B) Counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities.

AND

2. Have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:
 - (a) instruction or counseling or both in a higher education program for students with disabilities;
 - (b) administration of a program for students with disabilities in an institution of higher education;
 - (c) teaching, counseling, or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or
 - (d) administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.
3. Five years of full-time professional education and/or student services work including development, implementation and management of similar education preparation program(s).
4. Two years of student advising experience, including personal, career, and academic counseling for general and/or special student populations.
5. Ability to work effectively with low-income, first generation, and disabled students in need of academic assistance, their families, and college personnel.
6. Strong communications skills (written and verbal) and the ability to present complex academic information to diverse audiences.

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7. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet, and database management software) including the Internet.
8. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Experience in coordinating and implementing programs in an educational setting
- Experience in project and budget management
- Experience in research, data collection and analysis
- Experience with grant management and reporting preferred
- Experience with special student populations, DSPS, EOPS, CARE
- Excellent oral, written and interpersonal skills; excellent organizational skills
- Personal experience in overcoming barriers similar to those of the students served by the Program
- Ability to work in a collegial setting with staff at all levels

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13