

AUGUST 2022
FLSA: EXEMPT
SALARY GRADE: X
CBA DESIGNATION: ACADEMIC MANAGER

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DEAN, COUNSELING & SPECIALLY FUNDED PROGRAMS

BASIC FUNCTION:

Under the supervision of the area administrator, manages and coordinates Counseling, Guided Pathways, Integrated Academic Support, Transfer/Career Center, Puente, and SSSP/SEA, as well as supervision of counseling faculty in other specially funded programs; provides leadership in a variety of special funded programs; establishes unit goals and priorities, conceptualizes and develops new programs to enhance students' educational and social experiences; determines the direction of program growth and change; administers various budgets, formulates operational guidelines and procedures, and oversees a wide range of services designed to meet the needs of the college's diverse student population.

SUPERVISORY RESPONSIBILITIES: Assigned District personnel.

REPRESENTATIVE DUTIES: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides leadership and strategic direction to ensure the college offers a comprehensive array of quality wrap-around support services which enhance instructional programs and pathways.
2. Develops, recommends, and implements policies and procedures for the effective and efficient operation of the counseling program.
3. Provides support for a variety of general funded, categorical, and grant funded programs; ensures regulatory compliance under Title 5, Education Code, and District board policies.
4. Provides administrative oversight and leadership for counseling and integrated academic support departments aligned with Guided Pathways and in collaboration with other area deans.
5. Fosters an atmosphere of mutual respect and openness in order for faculty and staff to participate in and consult on decision making in matters of college-wide interest; solicits feedback and creative solutions in order to increase student support and success.
6. Assists direct reports in formulating performance goals aligned with college and department goals; meets regularly to assess progress towards established goals, provides support and direction, and promotes accountability; empowers staff to make independent decisions at levels appropriate to classification; and promotes collegiality and teamwork.
7. Develops, plans, manages, and monitors multiple budgets that includes categorical grants, and federal and District funds; aligns resource allocations with departments' goals/objectives and provision of services necessary to provide high quality services and support for program eligible students.
8. Assists the area Vice President with the division's annual Administrative Program Review and collaborates with area Deans and other managers to lead divisional and institutional initiatives; collaborates with other area deans to analyze student equity data in order to improve access and success for underrepresented student populations.
9. Works with campus leadership, local K-12 partners, and community partners to increase outreach, retention, persistence, access, and success of all students attending the college.
10. Provides support and guidance to assigned program administrators to develop and coordinate

- programs that promote college readiness and access to a diverse community.
11. May serve on campus-wide committees relevant to strategic planning, student learning outcomes, program review, student equity and student success initiatives, and other leadership functions of the institution.
 12. Maintains an understanding and working knowledge of current ideas, research, and practices related to the areas of responsibility for this position, through continued study and participation in professional organizations.
 13. Serves as a member of the District's Management Association.
 14. Participates in local, regional, state, and national activities related to areas of assignment.
 15. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Procedures and effective practices at the college level of areas related to Counseling, Guided Pathways, and Integrated Academic Support.
2. Federal and state regulations, and California community college policies and accreditation standards.
3. Interpersonal relations and methods and techniques for team-building, conflict resolution, and customer service.
4. Student counseling methods and practices, and intervention strategies.
5. Principles and practices of administration, supervision, and training.
6. Planning, budget preparation, and control.
7. Research techniques typically applied to gather and compile data used for decision making in large complex educational settings.
8. Specific approaches, theories, and strategies to address disparities in student success and access to higher education for particular student groups.
9. Methods and techniques for the development of presentations, business correspondence, and information distribution.
10. Operation of Student Support Services with particular experience in overseeing equity-focused services, such as those targeting specific groups of students who have been less successful academically.
11. State and federal laws, policies, and procedures germane to the provision of educational services to community college students from diverse backgrounds.

Ability to:

1. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
2. Communicate effectively, verbally and in writing.
3. Provide leadership, motivation, and direction to staff and colleagues.
4. Establish and maintain effective working relationships.
5. Maintain an understanding of current ideas, trends, and practices of responsibility for this position, through continued study and participation in professional organizations.
6. Apply and implement applicable sections of the California Education Code, Title 5, and Federal laws/regulations and district policy.
7. Interpret, explain, and apply the classified and faculty collective bargaining contracts, board policies, and administrative procedures.
8. Work across silos to collaborate with other campus work units to ensure that student-centered principles guide all special program.

Education and Experience: a master's degree from an accredited institution and two (2) years of full time managerial, administrative, faculty teaching and/or counseling experience at the postsecondary level or the equivalent, with one year of experience as a manager or administrator responsible for the supervision and evaluation of faculty and/or classified staff or the equivalent.

LICENSES/CERTIFICATIONS: None

CONTACTS: District personnel, vendors, students, and members of the public/community

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a), classified professionals and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.