

# CITRUS COMMUNITY COLLEGE DISTRICT

## BOARD POLICY

P-2422  
Page 1 of 2

### DEAN OF COUNSELING AND GUIDANCE

#### Appointment

1. The Dean of Counseling and Guidance is recommended by the Superintendent/President and final employment is conferred by the Board of Trustees.
2. The Dean of Counseling and Guidance is responsible to the Vice President-Student Services.

#### Duties

The Dean of Counseling and Guidance is responsible for:

1. Coordinating and supervising counseling services: vocational, educational, personal counseling, testing services, curriculum involvement, and institutional study.
2. Arranging with counselors for student programming, including pre-registration, fall, spring, and summer registration.
3. Establishing registration procedures in cooperation with the admissions office.
4. Serving as the accreditation liaison officer for the college.
5. Serving as the articulation officer for the college.
6. Organizing and supervising the formal orientation program for freshmen.
7. Organizing and providing adequate counseling for the extended day students.
8. Supervising the grading, recording, filing, and dissemination of test data.
9. Arranging for high school visitations and articulation meetings with senior colleges and/or universities.
10. Supervising and coordinating activities of the financial aid office and the extended opportunity programs office.

11. Supervising personnel and activities in the career center.
12. Supervising the personnel and activities in the re-entry center.
13. Supervising the personnel and activities in the job placement center.
14. Supervising and coordinating all commencement activities with the Vice President-Student Services.

The Dean of Counseling and Guidance shall:

1. Chair counselors' meetings.
2. Chair the Scholarship Committee and serve as coordinator and advisor in charge of all publicity, compilation of information, and correspondence of scholarships.
3. Serve as a resource person to faculty concerning student services.
4. Serve as a member of the Steering Committee.

Adopted .....6/20/61  
Revised.....7/1/66  
5/9/74  
12/14/76  
3/1/81  
8/18/81