



POSITION DESCRIPTION

Dean of Counseling Programs and Services

Position Dean of Counseling Programs and Services
Department/Site Student Services
FLSA Exempt
Evaluated by Vice President of Student Services
Salary Range M-77

General Description

Under the direction and supervision of the Vice President of Student Services, the Dean of Counseling Programs and Services leads and manages the development, coordination, and supervision of counseling programs and services for the District, including disabled student programs and services, articulation, career and transfer center, student equity and achievement program, and matriculation. In addition, the Dean supervises the Director of EOP&S/CARE and CalWORKs, the Director of Disabled Student Programs and Services (DSPS), and the Director of Student Support Services.

This is a 12-month academic management assignment.

Essential Duties and Responsibilities

- Provides leadership, administers and directs the District's comprehensive counseling services and programs.
- Provides leadership in the administration, organization and development of District counseling services and related programs, including academic and career counseling services, matriculation, transfer, disabled student services, international student counseling, EOP&S/CARE and CalWORKs, and the Student Equity and Achievement program.
- Provides overall leadership and direction in the development, implementation and evaluation of counseling programs and services to provide efficient and effective matriculation, and culturally inclusive counseling and student support services.
- Provides leadership and directs all faculty and staff assigned to the area of counseling programs and services.
- Provides leadership for the area of counseling programs and services pertaining to strategic planning, budget, curriculum and other related matters.
- Provides leadership in the implementation of new technologies related to counseling programs and services.
- Coordinates counseling liaison activities within the college and with feeder schools in the community.
- Manages the orientation and counseling components of the District's matriculation plan.
- Manages, prepares and monitors all budgets in the area of responsibility.
- Facilitates the planning, development, and implementation of new programs as needed to improve counseling and retain a culturally and socioeconomically diverse student population.
- Facilitates the development and implementation of program review.
- Facilitates the development of publications relating to counseling and associated programs,



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and prepares required information for the college catalog and schedule of classes.

- Facilitates appropriate staff development activities for assigned faculty and staff.
- Facilitates the development and implementation of orientation services.
- Facilitates the review and documentation of degrees/certificates/skill awards.
- Develops counselor teaching and work schedules to provide sufficient coverage for registration and to staff required counseling courses.
- Assists and promotes the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities.
- Assists the Dean of Enrollment Services and the Director of Financial Aid with coordinating registration procedures and other common activities.
- Maintains current knowledge of and compliance with District policies and procedures, state and federal laws, rules, regulations and requirements as related to counseling programs and services.
- Assists the District in enrollment management planning.
- Communicates District policy and administrative decisions to division personnel and students.
- Administers the collective bargaining agreements among the District and the faculty and classified unions.
- Fosters an atmosphere of collegiality and supports the goals of participatory governance.
- Ensures equitable practices are implemented by reviewing and making recommendations for changes to policies and procedures related to the areas of counseling programs and services.
- Participates in the selection and evaluation of division personnel.
- Resolves conflict.
- Supervises and evaluates personnel in assigned areas.
- Serves as an active member of the student services administrative team.
- Serves on and provides leadership to campus committees as assigned.
- Performs other duties as assigned that support the overall objective of the position and the District's mission statement.

Minimum Qualifications

- Possession of a master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development or the equivalent.
- One year of formal training, internship, or leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of interest in working in the community college setting.
- Evidence of ability to work effectively as a member of the administrative team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex educational department responsible for



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implementation of state and federal regulations.

- Evidence of qualification for a current Citrus College Faculty Service Area (FSA).
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.