

**Dean of Students
Bakersfield College
Kern Community College District
JOB DESCRIPTION**

Definition

Reporting to the Vice President of Student Affairs, the Dean of Students is responsible for the planning, development, and administration of programs and activities that support a high-quality student life experience including the Office of Student Life, the Student Government Association, Student Conduct and Complaints, Student Health and Wellness Center, Events and Scheduling Department, and the Veterans Center.

Examples of Duties

1. Supervise and coordinate department planning and operations; fiscal and personnel management, including hiring and assignment of counselors and support staff; supervision, development and evaluation of all staff; development and management of budgets; etc. Develop, implement, and monitor the annual plans and budgets including establishing goals and activities and evaluating program outcomes for all programs supervised, in the following areas: Office of Student Life, the Student Government Association, Student Conduct and Complaints, Student Health and Wellness Center, Events and Scheduling Department, and the Veterans Center.
2. Review, assess and evaluate assigned programs and services; recommend and implement approved plans and policies to facilitate and improve outcomes, operations and programs within areas of responsibility. Develop and generate statistical data and reports and ensure data-centric decision making. Assist in the design and assessment of institutional research focusing on student outcomes. Assess student needs and provide support services to respond to those needs.
3. Assist in the design of institutional research focusing on student outcomes.
4. Determine the type and availability of space and equipment needed for use of the facilities and provide prospective users in planning and selection, layout and set-up of campus facilities and events. Develop written proposals to attract and retain valued community partner sponsorship of college approved events. Coordinate with campus and community constituencies to conceptualize, plan, and implement events.

5. Promote and educate students on acceptable conduct and keep the campus community informed of student codes of conduct; Board Policies and Administrative Procedures, and behavioral issues; Chair the College Student of Concerns and Behavioral Intervention Assessment Team to evaluate and assist students in crisis.
6. Serve as the college disciplinary officer; develop and enhance educational programs, investigate disruptive student behavior reports, process appeals, initiate warnings, suspension, and disciplinary actions.
7. Serve as a student services liaison with District personnel and with other colleges related to student support, leadership development, and services.
8. Lead or participate in district-wide or College committees, initiatives, teams, or ad hoc groups as assigned.
9. Supervise the preparation and submission of timely and accurate reports to meet college, state, and federal requirements.
10. Collaboratively work with the supervisees on various campus programs, cultural awareness, and social activities on campus; support faculty and staff in their efforts to offer special programs on campus.
11. Work with the Director of Marketing and Community Relations to coordinate the development of student services publications and promotions.
12. Develop, implement and evaluate assigned student support programs and planning strategies, integrating planning with budgeting.
13. Participate in the hiring, evaluation, performance intervention and retention of faculty and staff members in areas of supervision, and make appropriate recommendations to the Vice President of Student Affairs.
14. Work with directors in preparing program evaluations and implementing evaluation recommendations.
15. Work closely with faculty chairs, Student Affairs directors, faculty, deans, and other appropriate staff in support of student development and learning.
16. Develops RFP's, evaluate proposals, recommends vendors and supervises contracts for the Student Health and Wellness Center. Provides trainings for contracted service employees in FERPA, student employment, college and district policies and procedures, while maintaining program and fiscal compliance with education code, Title V and other local, state and federal laws and regulations governing these programs.
17. Represent and serve on college committees as assigned and at district, regional and state meetings.

Dean of Students/Educational Administrator/K-1

18. Assist the Vice President of Student Affairs, to accomplish the mission and goals of the college, division, and related areas. Works closely with him/her to gather, interpret and present data on students, student progress, and student success indicators in order to enhance instructional effectiveness and support enrollment management efforts.
19. Perform other duties as assigned.

Minimum Qualifications

- Master's degree from an accredited college/university, preferably in counseling, educational management, or related field.
AND
- Five years of full-time experience with progressively increasing responsibilities demonstrating integrative leadership for academic advising, counseling, or administration in departments closely related to assigned areas of responsibility.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.
- Demonstrated leadership in developing and providing services for first generation, low-income and at-risk, and enabling student success for underserved, at-risk students.
- Experience with the implementation of and maintenance of administrative computing software, preferably BANNER, Hobsons|Starfish, or Maxient.

Knowledge and Abilities

Knowledge of:

Dean of Students/Educational Administrator/K-1

- State and Federal codes, statutes and regulations that govern California community college student developmental and instructional services (or their equivalents) including:
 - Pertinent sections of Title 5 of the California Code of Regulations pertaining to student developmental, curriculum and institutional services.
 - Pertinent sections of California Education Code.
 - Americans with Disabilities Act (ADA) compliance regulations.
 - California State Chancellor's Office (Systems Office) legal opinions and advisories.
 - Federal regulations pertaining to the Family Educational Rights and Protection Act.
 - Federal regulations pertaining to the issuance of an I-20 and all reporting requirements in SEVIS.
 - BANNER Student Module applications.
 - Microsoft Office Word/Excel.
 - Board Policies and Administration Procedures.
 - Articulation agreements with other colleges/universities.
 - Principles of student development administration at the community college level; leadership and management principles and techniques.
 - The mission of the California Community College; community college and instructional programs, regulations and policies; principles of employer employee relations; and principles in the administration of personnel services.
 - Computer operations/data processing systems.
 - Accounting, budgeting and fiscal reporting.

Ability to:

- Work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving in an environment of shared governance
- Lead and facilitate the practical use of computer and instructional technology to facilitate and support student services and staff productivity;
- Use effective written communication, including reporting and funding proposal reports, etc.
- Effectively interact with persons of diverse socioeconomic and ethnic backgrounds.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Dean of Students/Educational Administrator/K-1

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)