

Dean, Student Development and Success
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Dean of Student Development and Success provides leadership to a comprehensive array of academic advising and educational services designed to ensure student success. These include counseling and academic advising, education planning, placement and testing, career development, orientation, high school outreach and other post-admissions matriculation and retention programs for the college. This position is also responsible for implementation and communication of major elements of the Student Success Act of 2012. The Dean works collaboratively within the College community to provide vision and leadership for student success by building effective working relationships, collaborations, partnerships and co-sponsorships with a variety of administrative and academic departments to enhance student success programming for all students, but particularly for underrepresented students and students at risk.

The Dean is required to have extensive collaborative and cooperative relationships with a wide array of executive, academic, professional and administrative individuals within the College and, in the external environment, to have critically important contacts and relationships with college and high school administrators, counselors and students. The incumbent is expected to collaborate with academic and student services departments to contribute to the efforts in educating, serving and retaining students from culturally diverse backgrounds including adult learners.

The position reports to the Vice President for Student Affairs. This assignment may include evening and/or weekend work hours.

Examples of Duties

1. Facilitate and support students' educational success through the provision of student-centered educational services as listed below. Plans, implements and evaluates short and long-range strategies, goals and objectives in the following areas:
 - a. Counseling And Academic Advising, including student education planning, and other counseling services, with a focus on optimizing the use of DegreeWorks as a developmental tool;
 - b. Placement And Testing: Assessment and placement systems and activities that are innovative and integrated with orientation and educational plan development;
 - c. Career Development;

Example of Duties (continued)

- d. Orientation and/or First Year Programs: Champions visionary orientation programs that includes purposeful contacts with students between initial application until census date of the first term of enrollment and through comprehensive and innovative student success coursework delivered in a variety of formats;
 - e. Early Alert & Intervention system, designed to identify students experiencing difficulty, efficiently and effectively connect them with appropriate resources, and reduce the numbers of students placed on academic probation/suspension;
 - f. Recruitment, outreach activities, and open houses;
 - g. Other post admission matriculation and retention services for populations most at risk. These include high impact practices such as peer-mentoring, etc.
2. 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.
 3. 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.
 4. Work closely with faculty chairs, Student Services directors, faculty deans, and other appropriate staff in support of student success and learning.
 5. Serves as an advocate for the use of technology to deliver services to students, while reserving human resources to provide personal assistance and developmental activities for students. Provides leadership to the college community with the implementation of the provisions of the Student Success Act as outlined above.
 6. 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.

Example of Duties (continued)

7. Represent the Student Development And Success departments on campus committees and at district, regional and state meetings. Perform other duties as assigned.
8. Performs other duties as assigned or required.

Minimum Qualifications

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

Desirable Qualifications

- Earned Doctorate Degree from an accredited institution

Knowledge and Abilities

Knowledge of:

- 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.

Knowledge and Abilities (continued)

- 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.
- Apply legal and policy provisions to various problems consistently and correctly.
- Establish and maintain cooperative and helping working relations with students, staff and community agencies to meet the needs of students with disabilities.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Working Conditions (continued):

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)