

Director, Counseling and SSSP (COF)
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direct supervision of the Vice President of Student Services, the Director of Counseling Services is responsible for administrative direction and oversight for the operation and management of counseling services, including Transfer and Career Center activities and Student Equity and for the development, coordination, planning, and supervision of all counseling and Student Success and Support Programs

Examples of Duties

1. Supervise and coordinate department planning, operation, evaluation and fiscal and personnel management in counseling, Transfer and Career Center, student equity and SSSP core services including orientation, assessment, education planning and follow-up.
2. Interpret and administer District policy regarding assigned program(s).
3. Interpret and administer College policy with respect to student centered educational services. Plan, implement, and evaluate short and long-range strategies, goals, and objectives related to assigned program(s).
4. 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.
5. Provide leadership in generating staff development opportunities for support staff.
6. Provide assistance in recruitment, selection, orientation, and evaluation of support staff in assigned program(s).
7. Supervise and coordinate department planning and operations; personnel supervision, including development and evaluation of all support staff.
8. Develop, implement, and monitor the annual plans and budgets expenditures.
9. Act as liaison with District, State, and federal governing bodies regarding assigned programs and practices.
10. Market the College and assigned programs to the College community and the general public.

Examples of Duties (continued)

11. Develop and generate statistical data and reports related to counseling and SSSP core services.
12. Assess student needs and provide support services to respond to those needs.
13. Assist in the design and assessment of institutional research focusing on student outcomes.
14. Work closely with faculty chairs, student services directors and other appropriate staff in support of student success, equity and learning.
15. Serve on college and district committees as appropriate.
16. Perform other duties as assigned or required.

Minimum Qualifications

- Master's degree in an academic area related to assignment.
- Three years of full-time experience in administration, including at least two years of leadership experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to an understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees.

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.
 - California State Chancellor's Office (Systems Office) legal opinions and advisories.
 - Federal regulations pertaining to the Family Educational Rights and Protection Act.

Knowledge and Abilities (continued)

- Microsoft Office Word/Excel
- 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/or 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
- 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.

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.

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

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

Working Conditions (continued)

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

Signatures/Approval

(Employee's Signature) (Date)

(Supervisor's Signature) (Date)