

**Director of Students Services**  
**Porterville College**  
**Kern Community College District**  
**JOB DESCRIPTION**

**Definition**

Under the direct supervision of the Vice President of Student Services, the Director of Students Services is responsible for the development, coordination, planning, and supervision of assigned programs for the college, including EOPS, DSPS, CARE and CalWORKS.

**Examples of Duties**

1. Supervise and coordinate department planning, operation, evaluation and fiscal and personnel management in the following areas: EOPS, DSPS, CARE, and CalWORKS.
2. Review and evaluate assigned programs and services; recommend and implement approved plans and policies to facilitate and improve the operations and programs within areas of responsibility.
3. Develop and generate statistical data and reports related to assigned programs.
4. Prepare and monitor administrative budgets and expenditures in consultation with the Vice President of Student Services.
5. Assess student needs and provide support services to respond to those needs.
6. Assist in the design and assessment of institutional research focusing on student outcomes.
7. Work closely with faculty chairs, Student Services directors, faculty deans, and other appropriate staff in support of student success and learning.
8. Serve on college and district committees as assigned.

### Example of Duties (continued)

9. Assist the Vice President, Student Services, to accomplish the mission and goals of the college and goals of the related areas.
10. Perform other duties as assigned.

## **Minimum Qualifications**

- Master's Degree from an accredited college/university.
- Three years of progressively responsible administrative experience in education/student services related areas.
- Demonstrated sensitivity to an understanding of the diverse academic socioeconomic culture, ethnic, and disability backgrounds of community college students and employees.

## **Knowledge and Abilities**

### Knowledge of:

- Federal and state laws relating to the development of student personnel programs at the community college level; 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.
- Due process, student disciplinary and complain procedures.
- 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.

### Knowledge and Abilities (continued)

- Interpret laws, rules, and regulations affecting community colleges; to formulate policies and procedures; to communicate effectively both orally and in writing; to coordinate/facilitate meetings; and to establish and maintain effective working relationships.
- Effectively communicate orally and in writing.
- Create an environment, which attracts, excites, and retains students; relate to and empathize with the needs of a diverse student population; promote cooperation.

## **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      Often – 51-75 percent = 3  
Occasional 25-50 percent = 2      Very Frequent – 76 percent and above = 4

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