

## College of the Redwoods

## Position Description

Position: Director of Counseling and Student Development	Position Number:
Department: Student Development	FLSA: Exempt
Reports to: Vice President	Salary Grade: 129

### **Summary**

Under the direction of the Vice President, the Director of Counseling and Student Development is responsible for performing activities related to planning, administering, directing, and coordinating the District's Student Development programs including Outreach, Orientation, First Year Experience, Articulation, Counseling, Advising, Career and Transfer services, and General Studies/Guidance credit and noncredit instructional programs. Supervises and evaluates the performance of assigned faculty and staff. Oversees components of the Student Success and Support Program (SSSP) Plan and Student Equity Plan. Supports and promotes a climate of collegiality, innovation and improved service to students. Works with faculty, staff and other managers district-wide to review and implement the District Strategic Plan in coordination with college planning and to promote effective student learning across the District. Assures compliance with State requirements in assigned program areas.

### **Essential Duties and Responsibilities**

- In support of the College Mission, this position puts student success first by ensuring that student learning, advancement and access are pivotal in all that is done.
- Functions as the lead administrator for the Counseling department and assigned Student Development programs, leads area meetings and serves as a representative of the college's leadership team.
- Assumes leadership and responsibility for evaluation and development of assigned faculty and staff.
- Coordinates the General Studies and Guidance instructional programs including staffing, scheduling and all necessary reporting.
- Develops, implements and monitors area budget recommendations.
- Provides the initial and continuing orientation of faculty members in assigned areas, including assessment and classroom management.
- Coordinates curriculum change proposals.
- Assists faculty in developing new curriculum and curricula changes and oversee the proposals through final approval.
- Recruits, selects, orients and evaluates associate faculty in assigned areas.
- Resolves and/or assists in the resolution of faculty and student issues.
- Processes faculty qualification requests and documents.
- Builds a sustainable level of course offerings that best meets student needs.

- Plans and executes program review and assessment of student and program learning outcomes in assigned areas. Assesses the effectiveness of these outcomes and implements changes in the areas of responsibility based on results of assessments.
- Provides leadership, vision and direction for assigned programs within a collaborative, inclusive and participatory decision-making environment.
- Promotes staff development and supports a climate which fosters innovation and excellence.
- Supports a climate which promotes cultural competence and mutual respect.
- Promotes a collegial atmosphere within the Counseling Department and throughout the District.
- Collaborates on the development of schedules in counseling and for teaching assignments.
- Performs other duties as assigned.

## **Qualifications**

### **Knowledge and Skills**

- The philosophy and mission of the California community college and the role played by student services in fulfilling that mission
- Student and program learning outcomes and assessment of those outcomes for systematic and continuous quality improvement
- Effective management and leadership principles
- Sensitivity to cultural diversity, persons with disabilities, and the varied socioeconomic backgrounds of those the District serves
- Applicable federal, state and local codes, laws and regulations
- Principles of managing, training and supervising staff and faculty
- Interpreting complex data and information
- Articulation, student development, and guidance credit and noncredit curriculum

### **Abilities**

- Maintain effective working relationships with students, faculty, administrators, staff, and the public
- Create an environment conducive to the development of instructional and service innovations
- Demonstrate commitment to participatory approaches to governance
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving
- Model and promote a positive, learning-centered philosophy and student-focused attitude toward service delivery
- Contribute positively to the student development leadership team
- Interpret, apply and comply with regulatory requirements
- Direct, coordinate and evaluate the work of others
- Develop and manage budgets

- Direct, organize, coordinate, and administer a variety of programs related to counseling and student development
- Communicate effectively, both orally and in writing
- Establish and maintain good community relations and deliver effective public presentation

**Education and Experience**

Master's degree or equivalent from an accredited college or university and demonstrated successful progressively responsible experience in a student development area.

**Licenses and Certificates**

Valid CA Drivers license.