

**COMPTON COMMUNITY COLLEGE DISTRICT  
EL CAMINO COLLEGE - COMPTON COLLEGE**



**DEAN OF COUNSELING AND GUIDED PATHWAYS**

**FLSA: EXEMPT  
RANGE M5**

**POSITION DESCRIPTION:**

Under the direction of the Vice President of Student Services, plan, organize, control and direct the operations and activities of the functions and programs within the Counseling Department and Guided Pathways; provide leadership to student support activities and services across campus; evaluate the effectiveness of the department's and college's student support activities, and recommend methods for continuous improvement.

**ESSENTIAL DUTIES/FUNCTIONS:**

- Assume full management responsibility for all Counseling functions, programs, services, and activities.
- Develop, direct, and coordinate the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
- Provide leadership to the counseling and student services functions within the department which include, but are not limited to, counseling, articulation, Transfer Center, Career Center, and Guided Pathways.
- Provide leadership for the development, evaluation and continuous improvement of necessary programs services and processes designed to assure student completion of orientation, assessment, abbreviated and comprehensive educational plans; intervention for at-risk students; retention, persistence, and success of students as identified in the College's Strategic Plan.
- In collaboration with campus leadership, coordinate programs and strategies as outlined in the College's Student Success and Support Program, Student Equity and AB 705 (Basic Skills) Initiative Plans and Guided Pathways framework.
- Assure the provision of a student-centered, customer-service oriented environment for the delivery of all department functions, and promote such an environment across campus.
- Maintain knowledge of new developments and innovative counseling and student services practices in community colleges and higher education; recommend changes to maintain relevance of programs and services to meet student needs.

**Page 2 – Dean of Counseling and Guided Pathways**

- Cooperate and support college administrators and faculty on a wide range of activities including those related to enrollment management, curriculum planning, pre-and co-requisite policies and procedures, student equity, retention and persistence.
- Work cooperatively with other administrators and supervisors to coordinate programs and services across the college and all offsite locations to meet student needs; resolve conflicts and issues within the department and between divisions.
- Participate in strategic planning for the college, the Student Services area, and the Counseling department; collaborate with faculty and staff in setting Guided Pathways priorities, both short-term and long-term.
- Advance institutional effectiveness measures by ensuring that Service Area Outcomes (SAOs) are written and assessed; all program review and annual planning documents are completed in a timely manner utilizing appropriate metrics.
- Be an involved participant on the Student Services management and leadership teams; collaborate with other managers within the area in the development of area plans and priorities.
- Attend, participate in and represent Compton College on relevant statewide and regional organizations and committees; provide planning and operations assistance to executive management of the College through active participation and leadership on task forces, committees and councils.
- Regularly analyze department staffing needs, lead the department in its faculty and staff prioritization process and make recommendations to the Vice President of Student Services; hire, supervise and evaluate assigned faculty and staff and provide for appropriate staff development; assure compliance with the District's personnel policies, procedures and practices.
- Provide clearly written reports and analyses when requested or appropriate.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Higher education in community colleges, including the mission of the California Community Colleges.
- Guided Pathways, Student Success and Support Program and Student Equity regulations and implementation strategies.
- Principles, practices and techniques involved in development, implementation, and evaluation of student services programs, services, plans, goals, and objectives.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Technological advancements and their application to counseling and student services.
- Development, implementation and monitoring of budget; resource development.
- Effective collaboration, communication, and consensus-building techniques.
- Principles and practices of management, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and procedures.
- Planning processes, including an understanding of key performance indicators, goals and measurable objectives, and how to write them.
- Oral and written communication skills.
- Counseling best practices and techniques.

**ABILITY TO:**

- Present a positive image of the college.
- Communicate with a wide range and level of students, public and college employees.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Plan and work effectively and cooperatively with peers, faculty, staff, students and community members from multi-cultural, diverse backgrounds.
- Analyze situations accurately and adopt an effective course of action.
- Develop appropriate metrics to evaluate department programs and functions; participate in program review and Service Area Outcome assessments and make recommendations for continuous quality improvement.
- Assist in the development of grant or special project applications.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting, and decision-making.
- Communicate effectively in writing and orally, develop written reports, and deliver oral presentations.

**REQUIRED QUALIFICATIONS:**

- Master's degree in counseling, psychology, educational or career counseling, or a related field; three years' experience in a community college, counseling students in educational and career planning; and at least one year of experience in program administration or coordination.
- Sensitivity and understanding of the diverse academic, socioeconomic, disability and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS:**

- Ph.D. or Ed.D. from an accredited institution.
- Meeting minimum qualifications in one or more faculty service areas
- Demonstrated ability to develop and maintain effective programs and services in a collegial atmosphere. Demonstrated strong interpersonal skills.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California Driver's License

**WORKING CONDITIONS:**

May be required to drive to off-site locations periodically.

Move from one work area to another.

Hand, wrist, and finger dexterity to operate various office machines.

Diverse work environment.

Ability to lift up to 25 pounds.