DIVISION CHAIR, COUNSELING
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Division Chair, Counseling, provides administrative supervision of counseling programs and of faculty and classified staff within the area of assignment; participates in the development and implementation of college policy; recommends and implements activities and actions which foster instructional excellence within a safe and effective working environment; represents the administration to staff members and staff members to the administration; and performs related duties as required and/or assigned.

SCOPE

The Division Chair, Counseling, under the general direction of the Vice President, Student Services, provides supervision of assigned faculty and classified staff; manages curriculum; monitors budget and facilities; and performs related functions for the assigned programs, including Extended Opportunities Programs and Services (EOPS), within the counseling division.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Instructional Leadership
   a. Provides division leadership and representation in the policy-making and instructional planning process by serving as a member of various college committees and task forces, including the Division Chair Council.
   b. Conducts regular division meetings for the purpose of determining faculty needs and updating division faculty and staff on college and division issues.
   c. Performs assigned duties to ensure that division activities comply with district policies, pertinent federal, state, and local laws, and contractual regulations relative to areas of assignment.
   d. Directs, coordinates, and supervises the operational activities of the division office; and coordinates counseling services and related activities with other college programs and services.
   e. Coordinates and prepares reports and correspondence as appropriate to assignment.
   f. Participates in advisory committee meetings and activities as appropriate.
   g. Works with faculty on ways to improve counseling services, teaching and learning.
   h. Participates in professional development activities.
   i. Provides leadership and direction to crisis intervention program.

2. Staffing
   a. Recommends the establishment of faculty, and classified positions.
   b. Participates in the development of faculty and classified position descriptions and job announcements.
   c. Participates in the search and selection process for faculty and classified staff.
   d. Participates in the implementation of district personnel, employment, and affirmative action policies.
   e. Recommends to the Vice President, Student Services, employment of faculty, classified, and temporary-hourly staff.
TYPICAL DUTIES AND RESPONSIBILITIES (Cont'd.)

f. Reviews, recommends, and provides information relative to faculty and staff leave of absence requests.
g. Reports and monitors leaves for faculty and classified staff in compliance with district contractual guidelines and regulations.

3. Evaluation
   a. Evaluates contract regular and adjunct faculty in accordance with procedures and schedules stipulated in the faculty collective bargaining agreement.
   b. Evaluates assigned classified staff in accordance with procedures and schedules stipulated in the classified employee collective bargaining agreement.

4. Scheduling
   a. Works with faculty to assess student counseling needs and develop recommendations for schedules.
   b. Works with faculty in developing schedule of courses which complies with district requirements.
   c. Recommends and submits scheduling information for all division courses in a timely and accurate manner.
   d. Oversees the division registration table and its functions during the registration process.
   e. Provides information on room needs and office requirements. Works with the Vice President, Instruction, to resolve facility scheduling problems.

5. Curriculum
   a. Provides leadership in working with faculty and staff in curriculum development and program planning and review.
   b. Upon consultation with division faculty, recommends and submits curriculum and catalog changes to the Instruction Office.
   c. Serves as a member on the college Curriculum Committee.
   d. Coordinates and evaluates division-related community education courses and non-credit classes; works to ensure that classes and programs are regularly reviewed.
   e. Assists in the development of the college catalog.

6. Budget
   a. Assists and provides input to the Student Services Office in establishing division budget parameters and priorities.
   b. In consultation with division members, establishes, organizes, and recommends the division budget to the Student Services Office.
   c. Assists department heads and directors in budget planning, management, and implementation.
   d. Manages the division and EOPS program budgets and oversees the maintenance of division records and files.
   e. Supervises and approves division budget expenditures.

7. Teaches classes and/or provides services in area of expertise as a regular part of the division chair assignment.
QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to completion of a Master's degree; possession of a valid California community college instructor credential in assigned teaching discipline or state minimum qualifications or equivalent; possess valid California community college supervisory credential or state minimum qualifications for supervisory duties; demonstrated successful experience in an educational leadership role, or other equivalent successful administrative or managerial experience; successful teaching experience; and experience which demonstrates the ability to perform the duties listed above successfully.

Knowledge and Abilities:

Knowledge of sound pedagogical principles; knowledge of effective management and leadership principles; knowledge of principles of employee supervision and evaluation; and knowledge of budgetary planning, development and management. Ability to exhibit, successfully, leadership in management and planning; to plan, organize, and evaluate the work of others; to train and oversee the work of others and to create a supportive environment for faculty; to apply pertinent laws, rules and regulations; to effectively teach courses in assigned discipline; to manage budgets within the scope of the assignment; to compile data and prepare accurate reports; to communicate effectively both orally and in writing; to work cooperatively and effectively with individuals of diverse ethnic and educational backgrounds and with all segments of the college community; to implement oral and written directions effectively; to represent and encourage a high standard of ethical conduct among division personnel; and to perform consistently under the pressure of deadlines and other administrative demands.

AUTHORITY AND RESPONSIBILITY

The Division Chair, Counseling provides direct supervision of faculty and classified staff assigned to the counseling division, and is responsible for the overall functioning of the division to which assigned.

Adopted: February 1, 1988
Revised: May 3, 1993
Revised: August 5, 1996