

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

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## DEAN, SPECIAL PROGRAMS AND SERVICES

Chabot College  
Management Class Specification

### MANAGEMENT RESPONSIBILITY

The Dean, Special Programs and Services is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The Dean is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The Dean is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the Dean is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management councils.

### GENERAL DESCRIPTION

The Dean, Special Programs and Services is responsible for the planning, development, quality, implementation, supervision, and evaluation of student programs and services including, but not limited to, specially funded programs and specialized instruction and services to targeted student populations. This includes but is not limited to the following student groups: ethnic and language minority students, economically and academically disadvantaged students, students with physical, communicative, psychological and learning disabilities, re-entry/single parents, workers in transition, and school-to-work programs and services. The position incorporates advocacy for student accessibility and equal educational opportunity for a diversity of student groups. Direct responsibility is to the Vice-President for Student Services.

### DUTIES AND RESPONSIBILITIES

The Dean, Special Programs and Services shall:

1. Be responsible for the overall leadership, development, implementation, supervision, and evaluation of special student programs and services including, but not limited to, the following:
  - a. Extended Opportunity Programs and Services (EOPS) for low-income students with “unique and special needs” created by language, social, or economic situations;
  - b. EOPS/Cooperative Agencies Resources in Education (CARE) for EOPS single parent welfare recipients;

- c. Disabled Student Programs and Services (DSPS) for students with physical, communicative, psychological, and/or learning disabilities;
  - d. CalWORKs, Welfare Reform efforts to prepare and transition recipients of Temporary Assistance to Needy Families (TANF) welfare benefits to enter the workforce.
  - e. Learning Communities including but not limited to the Puente and Daraja Projects, working with under-represented student groups to collectively support access, retention, and transition to transfer institutions;
  - f. Other programs as assigned and developed through grant-writing and acquisition of resources allocated for special programs and services.
2. For each of the special programs, responsibility includes:
- a. facilitating college and community collaboration to support special programs development and project planning;
  - b. facilitating collaborative relationships with other student services and instructional units, including coordinating with academic services for the development and implementation of curriculum for each of the special programs;
  - c. developing the staffing for programs and services including the hiring, supervision, and evaluation of all full- and part-time coordinators, instructional and counseling faculty and classified staff;
  - d. interpreting County, State and Federal policy and legislation governing administration, regulations, and student eligibility for each special program;
  - e. administering budget planning and development, expenditure monitoring, and quarterly and year-end reports for submission to college, county, State and Federal agencies;
  - f. ensuring quality of program accountability including program reviews and audits for evaluation of student outcomes and overall program quality;
  - g. designing continuing staff development and specialized training programs for all staff employed with the special programs, and to educate the college-at-large;

- h. leading and facilitating grant and proposal-writing to strengthen and support the enhancement and growth of diverse special programs;
  - i. designating representative appointments to local Advisory Committees for the special programs; and
  - j. facilitating marketing and public information functions for program promotion.
3. Responsibility for ensuring student access to specific program services which includes:
- a. community and high school outreach;
  - b. academic, career, and personal counseling;
  - c. new student assessment and orientation;
  - d. curriculum development and special instruction offerings;
  - e. paraprofessional and peer advising support services;
  - f. interagency collaboration for community resources and referral information and services for students;
  - g. consortial transfer activities with four-year colleges' special programs;
  - h. child care information, referral and subsidized payments;
  - i. financial aid, work-study, and emergency loan programs for low-income students;
  - j. various academic accommodations for students with disabilities;
  - k. developing techniques and activities to foster job development and placement services.
4. Serve as the liaison and college official representative to County Department of Workforce & Resource Development, Welfare, and Employment Development Department;
5. Serve as Evening/Saturday administrator, as required.
6. Perform all other related and implied duties and such others which may be assigned by the Vice President of Student Services and/or the President.

Physical Activities and Working Environment:

Performance of the duties of this job may include the following physical activities: standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

**QUALIFICATIONS**

Education: Master's Degree.

- Experience:
1. Two years of experience in the administration of educational programs and services dealing predominantly or exclusively with special student populations, e.g. ethnic minorities and persons with diverse academic, socioeconomic, and cultural backgrounds, including those with physical or learning disabilities;
  2. One additional year of experience in community college student services in an area related to the assignment or the equivalent.

**APPOINTMENT**

The Dean, Special Programs and Services shall be elected by the Board of Trustees upon the nomination of the College President and District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

Adopted by the Board of Trustees 4/7/98  
Revised: 9/17/02, 11/18/14  
Effective: 11/19/14  
Job Family: Management  
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