

DEAN OF STUDENT ACTIVITIES AND HEALTH SERVICES

Under the direction of the Vice President for Student Affairs, provides administrative leadership and direction to the Student Activities Program, Grievance and Order Process, and Health Services Department.

1. Develops, administers, and implements policies and procedures for student conduct and due process and formal hearings in accordance with California State Education Code.
2. Serves as resource person to the Student Grievance and Order Committee, and provides in-service to staff campus-wide regarding Student Conduct Policies and Procedures and Due Process.
3. Maintains communication with legal counsel, as needed, to ensure compliance with Education Code and other regulations.
4. Serves as the campus Academic Accommodations Officer in compliance with the Americans with Disabilities Act (ADA).
5. Administers and coordinates the Student of Distinction Awards and Co-Curricular Transcript processes.
6. Administers and implements the Health Services Program for students and staff.
7. Develops and implements a leadership training program for students including personal development curriculum and Ambassador Program.
8. Provides technical expertise and in-service to faculty advisors, student government, clubs and organizations.
9. Develops and plans student leadership activities with students, faculty and staff.
10. Responsible for long-range planning and development of programs and services in designated student services areas.
11. Provides leadership in developing operational policies and procedures that are student-centered and meet mandated requirements.

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12. Evaluates effectiveness of programs and services through systematic program review.
13. Supervises, trains, and evaluates faculty and staff.
14. Responsible for budget development and monitoring of expenditures in accordance with district fiscal policies.
15. Prepares and submits appropriate reports, surveys, and statistical data on assigned programs and services.
16. Serves on campus, community, and statewide organizations and committees.
17. Performs other duties as assigned.