

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

EMERALD COAST TECHNICAL COLLEGE STUDENT SERVICES DEAN

QUALIFICATIONS:

1. Florida Educator Certificate in guidance or educational leadership.
2. College level coursework or 2 years' experience in career counseling or career technical education.
3. Intermediate to professional practice of computer related technologies.
4. Supervisory or office experience preferred.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

The position requires specialized knowledge of district, state, and federal admissions and registration requirements. Requires knowledge of common office productivity software. Requires well-developed human relations skills to conduct interviews, training, explain technical concepts to others, and resolve conflict. Requires language and writing skills to prepare reports and professional correspondence. Ability to work effectively with peers, administrator and others. Spreadsheet and word processing skills required.

REPORTS TO:

Director of Emerald Coast Technical College

SUPERVISES:

School level student services personnel

POSITION GOALS

Interact with students to facilitate information and training ensuring their placement in chosen career fields leading to optimal outcome for completion, placement, and licensure. Initial application intake, timely evaluation of student records, communication with student services personnel for seamless application through registration, management of student information in all reporting systems and coordination with the financial aid and student accounts personnel.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Assist in planning, organization and development of the college's faculty and student handbook/catalog.
2. Direct input in creation of college school calendar and programs of study.
3. Assist with auditing all new student files to ensure appropriate and required documentation is received.
4. Assist with updating and maintaining student files, monitoring attendance and academic progress, counseling students where deficiencies are noted to ensure timely success or program completion.
5. Respond to student requests for verification letters and transcripts and issue accordingly and in a timely manner.
6. Support the different positions within Student Services, i.e., financial aid verifications and running reports.
7. Support and assist the test administrator in all aspects of test administration, including training, certification and proctoring tests.
8. Ability to interpret test results including program assessments, aptitude and interests.
9. Be available for outreach and recruiting to schools, organizations and students promoting career technical education post-secondary and dual enrollment opportunities.
10. Develop, for administrative review and approval, and implement policies and procedures governing the student services department. Revise policies and procedures, as necessary, to comply with changes in state and federal laws.
11. Develop instructions, guidelines and tips to assist students in proper application to the college.
12. Maintain knowledge of secondary and post-secondary terminology and counseling goals.
13. Maintain basic knowledge of industry certifications and how they affect program outcomes and student success.
14. Maintain knowledge of Career Technical Programs, programs of study and articulations to college.
15. Research and interpret government regulations.
16. Maintain professional conduct committed to student focused service and ability to work in an environment demanding confidentiality.
17. Must possess a desire and have the ability to relate well to college students, faculty and staff.
18. Must be able to work both independently and as part of a team to reach goals.
19. Must be able to meet schedules and deadlines set by programs, district, college, state, and federal agencies.

Technology

20. Use technology resources effectively.
21. Explore and evaluate new technologies.
22. Use technology for administrative tasks.
23. Efficiently comprehend and execute new computer programs.
24. Implement and evaluate with the use of multiple technologies that remain in the guidelines of student confidentiality and consumer dissemination of information.

Collaboration

25. Communicate effectively, orally and in writing, with other professionals, students, parents, and community.
26. Interact with parents, community agencies, and businesses to support school and District priorities.
27. Provide accurate and timely information to teachers, administrators, and community.
28. Work with teachers and other professional educators in curriculum development, special activities, and sharing ideas and resources.

Staff Development

29. Engage in continuing improvement of professional knowledge and skills.
30. Assist others in acquiring knowledge and understanding of particular area of responsibility.
31. Keep abreast of developments in instructional methodology, learning theory, curriculum trends, and content.
32. Conduct a personal assessment periodically to determine professional development needs with reference to specific assignment.
33. Act in a professional and ethical manner and adhere at all times to the Code of Ethics and Principles of Professional Conduct.
34. Demonstrate attention to punctuality, attendance, records, and reports.
35. Maintain confidentiality of student and other professional information.
36. Comply with policies, procedures, and programs.
37. Exercise appropriate professional judgment.
38. Support school improvement initiatives by active participation in school activities, services, and programs.
39. Perform other duties as assigned by the Director of Emerald Coast Technical College.

PHYSICAL REQUIREMENTS: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT: 10+2 Months. Salary and benefits shall be paid consistent with the District's approved instructional salary schedule. Length of the work year and hours of employment shall be those established by the District.

EVALUATION: Performance of this position will be evaluated annually by the Director of Emerald Coast Technical College in accordance with the Board's policy for the evaluation of instructional personnel.

Job Description Supplement No. 3