

CLASS SPECIFICATION
Director, Student Discipline and Student Life

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE

Under the direction of the Dean, Student Affairs, Physical Education & Athletics, the Director, Student Discipline and Student Life is responsible for administering the student conduct system and adjudicating alleged violations of conduct policies by College students and student organizations and works closely with students, faculty and staff in upholding the Standards of Student Conduct through the student discipline and judicial affairs. Plan, organize and direct social, cultural, educational and co-curricular programs and activities; administration of student government, clubs and organizations, leadership, volunteer and intramural/recreation programs.

DISTINGUISHING CHARACTERISTICS

This is a single-incumbent, classified management position that implements and coordinates the student conduct process on behalf of the District and provides leadership to the Office of Student Life staff. Plans, organizes, administers, guides and directs student activities that promote leadership development; collaborates with the campus community to enhance co-curricular student learning; coordinates diverse student activities and programs with other college functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual departmental budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve program and District goals, objectives and performance measures consistent with the District's quality and service expectations.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the District's classified human resources policies and procedures and labor contract provisions.

3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Serve as the student conduct officer enforcing Standards of Student Conduct ensuring due process is met and keeping up to date with current legal issues in higher education.
5. Develops and implements educational marketing materials and engages campus community related to issues of Student Code of Conduct, judicial affairs process and civility.
6. Conduct timely and comprehensive reviews of student conduct processes, procedures and policies, consulting with faculty, staff and administrators as needed.
7. Directs Behavioral Intervention Team alongside Student Health & Psychological Services, Long Beach Police Department, and Disabled Students Programs and Services, addressing students of concern and making referrals as appropriate.
8. Responsible for resolution of student grievances, including sexual harassment and discrimination on behalf of the District.
9. Directs administrative responsibilities for the department including budget development, fiscal management and personnel supervision.
10. Provide leadership for the Office of Student Life; developing the co-curricular “out of classroom” experiences on campus and in the surrounding community, including, but not limited to student government, clubs and organizations, leadership, volunteer and intramural/recreation.
11. Responsible for the planning and coordination of educational, social, and cultural student activities that engages students in learning experiences that promote personal and academic success.
12. Directs ASB elections and assist student government with the development of an annual ASB budget, supervising expenditures and record keeping.
13. Responsible for planning, coordinating, and supervising the preparation and dissemination of student activities publications including, but not limited to Org Sync, website and printed materials; recommends student activities policies and procedures; explains and interprets college policies and standards, pertaining to student clubs and organizations, volunteer programs and student government; provides oversight for E Building meeting room and programming facilities; participates in various meetings and committees relating to student activities and other student support services programs; and provides supervision and leadership for Office of Student Life staff.
14. Develop implement and evaluate student life programs to ensure quality and diverse programs are aligned with District goals supporting student’s personal and academic success.
15. Provide leadership in resolution of student and community conflicts utilizing advising, mediation techniques, facilitated dialogue, restorative practices and formal adjudication.
16. Develop, organize, coordinate and oversee major cultural, educational and social programs for the Office of Student Life.

OTHER DUTIES

1. Serves on District committees, as requested.
2. Hires, trains and supervises student employees, interns and fieldwork placements.
3. Maintain and update Student Life website.
4. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of administration, supervision and training.
2. College policies, judicial affairs and student disciplinary process.
3. Due process rights and responsibilities of students.
4. Current trends in higher education and student conduct.
5. Counseling and listening skills.
6. Basic terminology, concepts and procedures related to the functioning of student clubs and activities on a community college campus.
7. Leadership principles, student development theory and practices of student persistence and retention.
8. Program development and coordination principles and practices.
9. Basic computer applications related to the work assignments.
10. Complex needs and challenges associated with the diversity of community college students.
11. Oral and written communication skills.
12. Budget preparation and control.
13. English usage, spelling, grammar and punctuation.
14. Interpersonal skills including tact, patience and diplomacy.

Ability to:

1. Supervise, train and evaluate staff.
2. Communicate effectively, both orally and in writing with diverse constituencies, within and outside the District
3. Investigate, research, and analyze problems, devise solutions and present recommendations.

4. Establish and support collaborative relationships with faculty, staff and administrators, specifically Long Beach Police Department, Psychological Services, Disabled Student Programs and Services and Human Resources.
5. Maintain strict confidentiality with respect for the privacy of students, faculty and staff.
6. Interpret and apply regulations, policies, guidelines, and procedures.
7. Plan, organize, and conduct group functions and meetings.
8. Supervise and coordinate student activities and assigned staff.
9. Prepare and control budget.
10. Work with a high degree of independence and initiative.
11. Exercise exceptional interpersonal and communication skills; strong organizational skills.
12. Manage multiple priorities.
13. Work effectively with diverse populations.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited college or university with a Master's degree with a major in student development, counseling, psychology, leadership education student personnel, higher education, or a related field; and two years of progressively responsible experience in student leadership; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; walk, and stand; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; perform work on multiple, concurrent tasks; work with frequent interruptions, and interact with students, District management, faculty, administrators and staff, vendors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works in a variety of student activity locations and may occasionally be exposed to loud or prolonged noise levels or work in outside weather conditions.