

CLASS SPECIFICATION
Director, Student Health Services 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 Health Services and Student Life performs a variety of responsible duties related to planning, coordinating, managing and providing direction for the delivery of comprehensive health services for the District, works to create and sustain a healthy campus community that is conducive to student success and develops an overall vision for health promotion, wellness counseling, and student health. Coordinates, manages and provides direction for the delivery of comprehensive psychological services for the District; creates and sustains a healthy campus community to ensure students success. Plans, organizes and directs social, cultural, educational and co-curricular programs and events; administration of clubs and organizations, leadership, volunteer and intramural/recreation programs and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a single-incumbent, classified management position which manages, organizes and directs the District's Psychological Services, responsible for developing and managing health promotion through writing, securing and managing grants and coordination of an Internship/Fieldwork program. Responsible for serving as the campus resource on mental health and services. 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 and provides leadership to the Office of Student Life staff.

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. Implement a student health outreach program that responds to identified needs while serving as a resource for the campus community on issues of health promotion, disease prevention and safety and health advocacy; develop marketing plans and communications to promote health services programs; develop and promote health instruction and awareness throughout the District for students, staff and faculty; assure health programs address the needs of diverse and multi-cultural populations.
5. Conducts periodic needs assessment of campus community, initiates and coordinates psychological services including education and outreach programs to respond to identified needs.
6. Participates in campus-wide committees working on health, wellness and safety needs of the campus. Services on Behavioral Intervention Team, working with student of concern.
7. Collaborate with faculty, staff and other administrative departments to assist students with issues related to their retention and academic success through crisis intervention, one-on-one psychological counseling, group therapy and/or consultation.
8. Develop and implement a plan for reaching out to diverse student populations, increasing visibility of services available and addressing students psychological health needs. Provides presentations to District's groups on psychological issues affecting college students.
9. Provide supervision for doctoral and master's level counseling, psychological and social work interns through the use of practicum, intern and/or postdoctoral programs.
10. Oversees the administration of the District student accident insurance plan.
11. Prepares and administers annual program budgets and ensures compliance with District policies and applicable State and federal regulations related to healthcare; serves as the custodian of student health records.
12. 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.
13. 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.
14. Direct ASB elections and assist student government with the development of an annual ASB budget, supervising expenditures and record keeping.
15. 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.

16. 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.
17. Provide leadership in resolution of student and community conflicts utilizing advising, mediation techniques, facilitated dialogue, restorative practices and formal adjudication.
18. 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. Serve as resource in emergency situations as it relates to physical and mental health and safety of the District, in accordance with District policy and Emergency Response Operations.
4. Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of administration, supervision and training.
2. The mission of a comprehensive community college system and its health services needs.
3. Coordination of health promotion and wellness programs.
4. Process for coordinating health insurance claims process.
5. Leadership principles, student development theory and practices of student persistence and retention.
6. Program development and coordination principles and practices.
7. Basic computer applications related to the work assignments.
8. Complex needs and challenges associated with the diversity of community college students.
9. Oral and written communication skills.
10. Budget preparation and control.
11. English usage, spelling, grammar and punctuation.
12. 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. Prepare and control budget.
4. Work with a high degree of independence and initiative.
5. Exercise exceptional interpersonal and communication skills; strong organizational skills.
6. Manage multiple priorities.
7. Work effectively with diverse populations.
8. Investigate, research, and analyze problems, devise solutions and present recommendations.
9. Learn, understand, interpret and apply regulations, policies, guidelines, and procedures.
10. Supervise and coordinate student activities and assigned staff.
11. Plan, organize, and conduct group functions and meetings.
12. 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.
13. Plan, organize and coordinate projects and programs within community college system.
14. Work effectively with diverse constituencies within a participatory governance environment.

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 health education, health science, counseling, psychology, mental health, social work, family therapy or a related field; and three years of progressively responsible experience related to administration of student health or student leadership; or an equivalent combination of training and experience. A doctorate in counseling is desirable.

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.