

Attachment 14.1
Student Support
Services Positions

San Joaquin Valley College Job Description

Job Title: Academic Dean
Department: Academic Affairs
Reports To: Campus Director
Classification: Full-time, Exempt

Summary: In relation to contributing to SJVC's mission and goals, under the direct supervision of the Campus Director and technical supervision of the Director of Instruction, the Academic Dean is responsible for the day-to-day operation of the educational programs and the faculty on the campus.

Essential Duties and Responsibilities:

- Supervises instruction to ensure the integrity of educational programs on the campus through weekly classroom observations
- Coordinates faculty teaching schedules, classroom and lab facilities, and campus activities
- Coordinates faculty recruitment, hiring, and evaluation according to established policies
- Builds capacity of faculty and administration through ongoing professional development
- Coordinates assigned portions of new faculty orientation and training
- Assesses and analyzes student mastery of course and program learning
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning
- Contributes to outcome discussions at the campus, program and institution levels
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities
- Maintains records, statistical reports, examinations, data, and other program-specific items as required by the college, accreditation, or governmental agencies and participates in program reviews, institutional committees, etc. as required
- Performs other duties as assigned

Supervisory Responsibilities: Supervises academic administrative staff, student center coordinators, and is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication - Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Leadership – Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; able to build morale and group commitment to goals and objectives.

Strategic thinking – Develops initiatives to achieve organizational goals; adapts strategy to changing conditions.

Conflict resolution – Takes actions that resolve conflicts in a manner that is best for both the organization and the individuals involved; addresses complaints and problems quickly and effectively; keeps all parties informed of the status of any negotiations required; encourages employees to report problems or concerns and negotiates outcomes that are viewed as fair and even-handed.

Analytical – Synthesizes complex or diverse information; uses intuition and experience to complement data.

Implementing policies – Ensure that new policies are understood and taken seriously; communicates new policies and procedures to employees, supports them with adequate and timely resources; monitors actual practices in a manner that makes it clear that full compliance is expected; avoids behavior or communications that might send a mixed message about the importance of new procedures or suggests that full compliance is optional.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must possess a minimum of a Baccalaureate degree with a Master's degree preferred in education or related field. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided. Must possess a minimum of 5 years of administrative experience.

Language Skills – Ability to read and interpret documents such as safety rules, and policy and procedure handbooks; ability to write routine reports and correspondence; ability to speak effectively before groups of employees or students of the campus.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to use common sense in all situations; ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk.

The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.

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

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Dean of Student Services
Department: Academic Affairs
Reports To: Campus Director
Classification: Full-time, Exempt
Evaluation Form: SS

Summary: In relation to contributing to SJVC's mission and goals, under the direct supervision of the Campus Director and technical supervision of the Director of Student Services, the Dean of Student Services is responsible for developing, implementing and delivering a variety of services for students attending programs on campus.

Essential Duties and Responsibilities

- Provides resources and referral for student services such as childcare, transportation, and related services.
- Coordinates student functions and activities such as Student Council, award ceremonies, and related activities.
- Provides academic counseling and monitors satisfactory academic progress.
- Provides counseling for personal and school related problems.
- Acts as a liaison between faculty, administration and students.
- Acts as a liaison between students and financial services.
- Prints the Past Due Cash Flow Report for active and on probation students.
- Meets with students who have past due accounts and develops strategies to bring their accounts current.
- Develops, implements, and delivers various student retention programs.
- Maintains communication and is the liaison between the Registrar and students.
- Tracks student attendance, grades, and satisfactory progress.
- Produces reports that track student retention, grades and other outcomes.
- Participates as assigned in related admissions, education and employment services activities.
- Serves as the Campus Coordinator of Disability Resources
- Ensures timely response to corporate requests and directives
- Performs other duties as assigned

Supervisory Responsibilities: Manages Administrative Assistant to the Deans and on some campuses Federal Work Study employees. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following

through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Conceptual Thinking - Grasps concepts, patterns and underlying issues; uses past experience to help identify likely causes and solutions to problems that might otherwise seem to be unique events; helps others see patterns and concepts by using examples and analogies that relate well to their own experiences and current knowledge level.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Manage Multiple Priorities - Handles multiple assignments and priorities yet still fulfills all commitments; readily accepts new responsibilities and adapts well to changes in procedures; gives appropriate priorities to various work demands.

Handle Difficult Issues - Handles sensitive or difficult issues with grace and confidence; remains clear headed and focused and inspires others to do the same; remains objective in the face of strong emotions; can acknowledge strong emotions without being unduly influenced by their intensity.

Implementing Policies - Ensure that new policies are understood and taken seriously; communicates new policies and procedures to employees, supports them with adequate and timely resources; monitors actual practices in a manner that makes it clear that full compliance is expected; avoids behavior or communications that might send a mixed message about the importance of new procedures or suggests that full compliance is optional.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must possess a minimum of a Baccalaureate Degree in counseling, or related major. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided. Must have a minimum of three years of student counseling or related experience.

Language Skills – Ability to read and comprehend instructions, correspondence and memos; ability to write correspondence; ability to effectively present information in one-on-one and group situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, and Outlook.

Other Qualifications: Must have thorough knowledge of the SJVC policies and procedures related to students and the education process.

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Learning Resource Coordinator
Department: Academic Affairs & Student Services
Reports To: Academic Dean
Classification: Part-Time, Non-Exempt

Summary: The Learning Resource Coordinator is responsible for the day-to-day operation of the Learning Resource Center (LRC).

Essential Duties and Responsibilities:

- Maintains all aspects of the LRC
- Participates in college governance, committees and task forces
- Participates in educational and campus/eLearning meetings
- Prepares LRC materials for circulation
- Circulates books to students and staff (on-ground only)
- Organizes library shelves and re-shelves circulated items (on-ground only)
- Assists students with research projects
- Actively participates in the budget and acquisition process with the faculty to select learning resource materials
- Participates in meetings, orientations, etc., in order to communicate LRC issues to our constituency
- Participates in the ongoing development of the LRC Master Plan, and in the establishment of college-wide LRC policies and procedures
- Ensures the LRC meets or exceeds program requirements
- Researches asset acquisition opportunities, including digital, and presents cost/benefit analysis reports to constituencies
- Performs other duties as assigned

Supervisory Responsibilities: (On-ground only) Supervises faculty members assigned to work in the library.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Customer Focus – Personally demonstrates that external or internal customers are a high priority; identifies customer needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the customer; keeps customer informed about the status of pending actions and inquires about customer satisfaction with products or services.

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organization's goals and values.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality of Work – Has established a track record of producing work that is highly accurate, demonstrates attention to detail, and reflects well on the organization; is personally committed to high quality work and encourages others to have similar standards.

Time Management – Prioritizes tasks and manages time to ensure that deadlines are met; plans time and sticks to those plans; prevents or manages interruptions until the highest priority tasks are accomplished.

Work Ethic – Is keenly aware of the time frame in which tasks or projects needs to be done; accepts and mirrors the level of urgency conveyed by the manager or customer being served; puts first priority on the needs of the organization or the needs of its customers.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Minimum of an Associate Degree or an equivalent of two years of college; two years related experience; or equivalent of education and experience combined. For the eLearning LRC, experience with digital learning assets and acquisitions preferred.

Language Skills – Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures; ability to write reports, business correspondence, and newsletters; ability to effectively present information and respond to questions from students and employees.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions; ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Other Qualifications – Ability to perform general library operations and procedures; knowledge of the Dewey Decimal or other major classification schemes; ability to operate standard office equipment.

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

While performing the duties of the job, the employee is regularly required to sit; use hands to finger; handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to stand. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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

The noise level in the work environment is usually moderate.

San Joaquin Valley College Job Description

Job Title: Student Advisor
Department: Student Services
Reports To: Dean of Student Services
Status: Non-Exempt

Summary: The Student Advisor is responsible for supporting student retention and complementing the College's mission of developing the whole student. The Student Advisor introduces students to campus resources and material to support their academic experience while also serving as the liaison for student services within the campus. Directs students to resources for childcare, part-time employment, and other resources.

Essential Duties and Responsibilities:

- Regularly contacts students to inform of available resources, upcoming events, and activities on campus.
- Coordinates campus activities to ensure online students feel connected and develop a sense of belonging.
- Assists students in the creation and implementation of a personal and academic "Success Plan".
- Mentors students and provides guidance to overcome personal/academic barriers.
- Refers students to the appropriate department for further assistance and follow up.
- Reviews and monitors student on probation and identified as Transfer of Care (TOC).
- Acts as the liaison between students, the Academic Dean, and the Dean of Student Services.
- Maintains extended hours of availability to provide students with access to services as required.
- Ensures completion of assessment exams for in-coming and continuing students
- Monitors student learning progress and the completion of MyLab study plans
- Applies a process to achieve and maintain study plan completion compliance
- Supports campus learning activities by providing tutoring services and keyboarding assistance.
- Maintains relevant CampusVue student records
- Performs other duties as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Conceptual Thinking – Grasps concepts, patterns and underlying issues; uses past experience to help identify likely causes and solutions to problems that might otherwise seem to be unique events; helps others see patterns and concepts by using examples and analogies that relate well to their own experiences and current knowledge level.

Problem Solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason, even when dealing with emotional topics.

Manage Multiple Priorities – Handles multiple assignments and priorities yet still fulfills all commitments; readily accepts new responsibilities and adapts well to changes in procedures; gives appropriate priorities to various work demands.

Handle Difficult Issues – Handles sensitive or difficult issues with grace and confidence; remains clear headed and focuses and inspires others to do the same; remains objective in the face of strong emotions; can acknowledge strong emotions without being unduly influenced by their intensity.

Implementing Policies – Ensure that new policies are understood and taken seriously; communicates new policies and procedures to employees, supports them with adequate and timely resources; monitors actual practices in a manner that makes it clear that full compliance is expected; avoids behavior or communications that might send a mixed message about the importance of new procedures or suggests that full compliance is optional.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Associate's degree (A.A., A.S.) or equivalent from a two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Language Skills – Ability to read and comprehend simple instructions; short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to students and fellow employees of the organization.

Mathematical Skills – Ability to add and subtract, multiply and divide, calculate percentages and ratios.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual must have knowledge of the Internet and its applications, Microsoft Office, Word, Excel, Access and Outlook; and master proprietary software used to maintain student records.

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and reach with hands and arms; talk and hear. The employee is frequently required to sit, stand and/or walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, occasionally lift and/or move up to 25 pounds.

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

The noise level in the work environment is usually moderate.

San Joaquin Valley College
Job Description

Job Title: Program Director
Department: Academic Affairs & Student Services
Programs: Criminal Justice, Dental Assisting, Veterinary Technology
Reports To: Division Manager
Status: Full-time, Exempt
Evaluation Form: FA

Summary: Program Directors apply their expertise and knowledge to assure the program major under their supervision is in compliance with all applicable program accreditation and approval standards. Program Directors will have teaching assignments on an on-going or intermittent basis.

Essential Duties and Requirements:

ADMINISTRATIVE

- Assists the Division Manager or Academic Dean in interview and selection of faculty
- Develops and maintains a resource of qualified substitute instructors
- As assigned by the Director of Instruction and Division Manager, participates in new faculty orientation and training
- Participates in classroom observation and faculty evaluations
- Maintains patient records, if applicable
- Participates in curriculum revision
- Maintains appropriate levels of lab supply inventory
- Assures that lab equipment is properly maintained
- Participates in the selection of textbooks, software, and capital equipment
- Facilitates advisory committee meetings
- Monitors graduate placement and pass rates on applicable licensure and registry examinations
- Participates in accreditation and approval processes
- Monitors and assures program compliance
- Other duties as assigned

INSTRUCTIONAL

- Prepares course work and teaches assigned courses
- Assesses and analyzes student mastery of course and program learning outcomes
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning
- Contributes to outcome discussions at the campus, program and institution levels.
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities
- Participates in college governance, committees and task forces
- Attends educational and campus meetings
- Contacts students outside the classroom due to student absence to relay information related to class work and assignments
- Offers students additional tutoring outside class time
- Refers students to appropriate campus resources
- Performs various functions and duties directly related to the program or the operations of the campus

- Teaches assigned courses in accordance with established SJVC approved curriculum and course outlines
- Informs students about course requirements, evaluation procedures and attendance requirements
- Maintains necessary attendance, scholastic and student records, and submits records according to published guidelines
- Participates in professional development, advisory board meetings, student and other educational activities in accordance with college policy
- Maintains current knowledge in the field, vocation or profession
- Participates in the evaluation, revision and development of curriculum and instructional methods
- Participates as assigned in various campus activities and duties, including but not limited to tutoring labs, skill seminar labs, learning resources, teaching or lab assistant, student retention projects, placement and employment services, job development, campus workshops and seminars
- Performs other duties as assigned

Supervisory Responsibilities: Directly supervises 1 to 15 faculty members. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies:

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events

Organization Support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organization's goals and values

Communication – Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point

Job Competencies:

Instructional Skills – Comes across as confident and well-prepared when providing instruction in small and large groups; effectively utilizes instructional resources to meet the variety of student learning needs; applies engagement and assessment techniques

Content-Specific Knowledge – Understands the fundamentals, skills, methods and procedures within their area of expertise and instructional practice

Dependability – Makes and fulfills commitments; has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for actions; willingly makes promises and fully intends to keep them; arrives to work on time and ready to contribute; shows up for meetings well prepared

Student Achievement Focus – Personally demonstrates that students and employers are a high priority; identifies student needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the student; keeps student informed about progress

Qualifications: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience –

Must meet or exceed all standards listed in Minimum Faculty Qualifications.

Language Skills – Ability to read and interpret documents such as handbooks and curriculum; ability to write routine reports and correspondence; ability to speak effectively before groups of students and faculty members.

Mathematical – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform the job successfully, an individual should have knowledge of Microsoft Office, Word, Excel, Access, PowerPoint and Outlook.

Certifications, Licensures and Registrations: Must possess appropriate certifications and licensures required for the courses and/or programs in charge of as the Program Director as stated in the Faculty Qualifications.

Other Qualifications: Must have a thorough knowledge of the specific program requirements, accreditation and approval standards. Must demonstrate the ability to teach from standardized curriculum. Must have a thorough knowledge of SJVC policies and procedures.

Physical Demands: The physical demands describes here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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

The noise level in the work environment is usually moderate. In some cases depending on the program, the employee may be exposed to chemicals and/or moving machinery.

San Joaquin Valley College
Job Description

Job Title: Program Director

Department: Academic Affairs & Student Services

Programs: Dental Hygiene, Physician Assistant, Registered Nursing, Respiratory Therapy, Surgical Technology and Vocational Nursing

Reports To: Academic Dean

Classification: Full-time, Exempt

Eval Form: FA (Faculty)

Summary: Program Directors in the above listed programs apply their expertise and knowledge of the program major(s) under their supervision in three general areas: faculty qualifications, curriculum content and outcome assessment. Program Directors participate in college governance, committees and task forces. Program Directors may have teaching assignments on an on-going or intermittent basis.

Essential Duties and Requirements:

ADMINISTRATIVE

- Identifies faculty qualifications of education, skills, licensure and work experience for each course in the program
- Assists Human Resources in developing faculty recruitment strategies
- Assists the Academic Dean in interview and selection of faculty
- Develops and maintains a resource of qualified substitute instructors
- As assigned by the Director of Instruction and Academic Dean, participates in new faculty orientation and training
- Participates in developing and delivering faculty in-service
- Assists Human Resources in assuring faculty are current with continuing education, licensure and certificate renewals
- Identifies, and communicates to the Academic Dean, the instructors qualified to teach each course in the program
- Assists the Academic Dean in developing academic schedules in compliance with College standards and program accreditation/approval standards
- Participates in classroom observation and faculty evaluations
- Assists the Dean of Student Services in progressive disciplinary action, addressing complaints and resolving problems
- Assists faculty in developing syllabi, resource materials, classroom activities and outcome assessments
- Participates in curriculum revision
- Maintains curriculum in a variety of media
- Maintains appropriate levels of lab supply inventory
- Assures that lab equipment is properly maintained
- Participates in the selection of textbooks, software, and capital equipment
- Participates in establishing entrance requirements and, as assigned, in the student selection process
- Facilitates advisory committee meetings
- Monitors student retention, by instructor and/or term
- Monitors graduate placement and pass rates on applicable licensure and registry examinations

- Participates in accreditation and approval processes
- Monitors and assures program compliance
- Other duties as assigned

INSTRUCTIONAL

- Prepares course work for assigned courses.
- Teaches assigned courses in accordance with established SJVC approved curriculum and course outlines.
- Assesses and analyzes student mastery of course and program learning outcomes.
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning.
- Contributes to outcome discussions at the campus, program and institution levels.
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities.
- Participates in college governance, committees and task forces.
- Attends educational and campus meetings.
- Contacts students outside the classroom due to student absence to relay information related to class work and assignments.
- Offers students additional tutoring outside class time.
- Refers students to appropriate campus resources.
- Performs various functions and duties directly related to the program or the operations of the campus.
- Informs students about course requirements, evaluation procedures and attendance requirements.
- Maintains necessary attendance, scholastic and student records, and submits records according to published guidelines.
- Participates in professional development, advisory board meetings, student and other educational activities in accordance with college policy.
- Maintains current knowledge in the field, vocation or profession.
- Participates in the evaluation, revision and development of curriculum and instructional methods.
- Participates as assigned in various campus activities and duties.
- Performs other duties as assigned.

Supervisory Responsibilities: Directly supervises 1 to 15 faculty members. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Instructional Skills: Comes across as confident and well-prepared when providing instruction in small and large groups; effectively utilizes instructional resources to meet the variety of student learning needs; applies engagement and assessment techniques.

Content Specific Knowledge: Understands the fundamentals, skills, methods and procedures within their area of expertise and instructional practice.

Dependability: Makes and fulfills commitments; has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for actions; willingly makes promises and fully intends to keep them; arrives to work on time and ready to contribute; shows up for meetings well prepared.

Student Achievement Focus: Personally demonstrates that students and employers are a high priority; identifies student needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the student; keeps student informed about progress.

Qualifications: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience –

Must meet or exceed all standards listed in Minimum Faculty Qualifications.

Language Skills – Ability to read and interpret documents such as handbooks and curriculum; ability to write routine reports and correspondence; ability to speak effectively before groups of students and faculty members.

Mathematical –Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform the job successfully, an individual should have knowledge of Microsoft Office, Word, Excel, Access, PowerPoint and Outlook.

Certifications, Licensures and Registrations: Must possess all certifications and licensures required for the courses and/or programs in charge of as the Program Director.

Other Qualifications: Must have a thorough knowledge of the specific program requirements, accreditation and approval standards. Must demonstrate the ability to teach from standardized curriculum. Must have a thorough knowledge of SJVC policies and procedures.

Physical Demands: The physical demands describes here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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

The noise level in the work environment is usually moderate. In some cases depending on the program, the employee may be exposed to chemicals and/or moving machinery.

San Joaquin Valley College
Job Description

Job Title: Student Center Coordinator

Department: Academic Affairs & Student Services

Reports To: Academic Dean

Status: Full-time, Non-exempt

Summary: In relation to contributing to SJVC's mission and goals, under direct supervision of the academic dean with support from the Student Center Support Manager, the Student Center Coordinator is responsible for the day-to-day operation of the Student Center. The Coordinator develops personal learning plans and monitors student learning progress and the completion of MyLabs study plans.

Essential Duties and Requirements:

- Schedules and administers assessment exams to in-coming and continuing students
- Interprets assessment test results and develops a personal learning plan for each student
- Monitors student learning progress and the completion of MyLab study plans
- Applies a process to achieve and maintain study plan completion compliance
- Supports campus learning activities by providing tutoring services, keyboarding assistance, classroom support and student professional development opportunities
- Maintains relevant CampusVue student records
- Serves as liaison with Dean of Student Services, Division Managers, and Academic Dean
- Develops and maintains positive culture in Student Center
- Tracks student usage of Student Center resources
- Monitors pass rates in required English and math courses
- Oversees all aspects of the peer mentor/federal work study program
- Adheres to proper peer tutoring documentation policies and procedures
- Works with campus management in identifying and assisting student needs
- Works with Student Center Support manager to sustain institutional Student Center initiatives
- Participates in the non-instructional program review process
- Other duties as assigned

Supervisory Responsibilities: None, unless assigned Federal Work Study students

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity – Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization support – Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication - Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Conceptual thinking – Grasps concepts, patterns and underlying issues; uses past experience to help identify likely causes and solutions to problems that might otherwise seem to be unique events; helps others see patterns and concepts by using examples and analogies that relate well to their own experiences and current knowledge level.

Problem solving – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem-solving situations; uses reason, even when dealing with emotional topics.

Manage multiple priorities – Handles multiple assignments and priorities yet still fulfills all commitments; readily accepts new responsibilities and adapts well to changes in procedures; gives appropriate priorities to various work demands.

Handle difficult issues – Handles sensitive or difficult issues with grace and confidence; remains clear headed and focused and inspires others to do the same; remains objective in the face of strong emotions; can acknowledge strong emotions without being unduly influenced by their intensity.

Implementing policies – Ensure that new policies are understood and taken seriously; communicates new policies and procedures to employees, supports them with adequate and timely resources; monitors actual practices in a manner that makes it clear that full compliance is expected; avoids behavior or communications that might send a mixed message about the importance of new procedures or suggests that full compliance is optional.

Qualifications: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Baccalaureate degree in related area preferred. Required degree(s) must be from institutions accredited by recognized U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.

Language Skills – Ability to read and interpret documents such as safety rules, and policy and procedure handbooks; ability to write routine reports and correspondence; ability to speak effectively before groups of employees or students of the campus.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to use common sense in all situations; ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook and the ability to gain competence in proprietary software.

Physical Demands: The physical demands describes here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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

The noise level in the work environment is usually moderate.