



Position: Director of Academic Affairs, South County Education Services	Position Number:
Department/Site: Academic Affairs	FLSA: Exempt -Administrative (Educational Administrator)
Reports to: Dean of Academic Affairs or assigned administrator	Salary Range: IX

DEFINITION

Under general direction, plans, organizes, manages, and provides direction and oversight for all functions, operations and activities related to south county education services, continuing education to include educational planning and curriculum development for the south county centers with a focus on the Soledad Education Center, academic career development for nontraditional adult learners including English language learners and currently incarcerated students. Oversees select instructional programs and support services that meet the educational and training needs of these nontraditional adult learners to help them transition successfully to post-secondary education and the workforce; coordinates assigned activities with other District programs, faculty, and administrators to establish program processes reflective of District goals. Ensures program compliance with state and local guidelines and regulations, grants management, and program progress and reporting; develops and implements program services as described in program or grant objectives; researches and gathers various program data and reports. Provides highly responsible and complex professional assistance to the Dean of Academic Affairs in areas of expertise; and performs related work as required.

Assumes management responsibility for any given duty in academic affairs including education and continuing education, inmate education and center programs, services, and activities for nontraditional adult learners including, but not limited to, programs such as inmate education and noncredit

Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

Works closely with applicable stakeholders and the Office of Advancement in developing proposals for grant funding and other external resources; administers assigned allocations and grant funding.

Communicates and networks with leaders in the private and public sector to promote Hartnell College; links and aligns assigned instructional programs with local and regional employers; promotes educational programs through marketing and outreach to businesses.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.

Principles and practices of enrollment management.

Principles and practices of fiscal management, strategic, and facilities planning.

Pertinent federal and state laws and regulatory provisions.

College accreditation procedures, practices, and standards.

The development, implementation, and assessment of student learning and/or service area outcomes.

Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.

Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Principles, theories, practices, procedures, and techniques of adult student learning, curriculum, and learner progress.

Principles, practices, theories, and methods of research design, evaluation, data collection and statistical analysis, interpretation, and reporting of a variety of data and information.

Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.

Modern office practices, methods, and computer equipment and applications.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.

Deliver formal and influential presentations.

Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.

Develop, implement, and evaluate programs and services.

Utilize data and assessment outcomes to make improvements for programs and services.

Inspire and motivate others toward goal achievement.
Counsel, direct, and facilitate professional development of employees.
Develop and monitor budgets and effectively utilize resources.
Effectively manage priorities in large, complex, and diverse operational units.
Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
Select, supervise, and evaluate employees.
Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
Effectively administer a variety of adult education and workforce development programs, projects, and administrative activities.
Effectively represent the District in meetings with various educational, business, professional, regulatory, and legislative organizations.
Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective

