

Position: Director of Academic Affairs, Student Academic Support and Foster and Kinship Care Education	Position Number:
Department/Site: Academic Affairs	FLSA: Exempt- Administrative (Educational Administrator)
Reports to: Dean of Academic Affairs or assigned administrator	Salary Range VII

**DEFINITION**

Receives general direction from the Dean of Academic Affairs. Exercises direct and general direction and supervision over professional technical, and administrative support staff.

**CLASS CHARACTERISTICS**

This is a management classification that oversees, directs, and participates in the daily functions, operations, projects, and activities of the Student Academic Support and FKCE/ILP, including short and long term planning and development and administration of program policies, procedures, compliance, and services. This classification provides assistance to the Dean of Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification

- 1 Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the area; recommends, within program policy, appropriate service levels and resources; recommends and administers policies and procedures.
- 1 Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned program, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and inter-reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean of Academic Affairs.
- 1 Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with program standards, including project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- 1 Participates in the development, administration, and oversight of the program's annual budget; monitors

- 1 Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- 1 Prepares, review and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean, Academic Affairs.
- 1 Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- 1 Performs related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

- 1 Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- 1 Principles and practices of enrollment management.
- 1 Principles and practices of fiscal management, strategic, and facilities planning.
- 1 Pertinent federal and state laws and regulatory provisions.
- 1 College accreditation procedures, practices, and standards
- 1 The development, implementation, and assessment of student learning and/or service area outcomes.
- 1 Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- 1 Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- 1 Principles and practices of employee supervision, including work planning, review and evaluation, and the training of staff in work procedures.
- 1 Principles, theories, practices, procedures, and techniques of adult student learning, curriculum, and learner progress.
- 1 Principles, practices, theories, and methods of research design, evaluation, data collection and statistical analysis, interpretation, and reporting of a variety of data and information.
- 1 Principles and practices of grant funding, including techniques and methods of researching grant opportunities, identifying federal, state, private, and corporate grant funding organizations, securing and maintaining funding from external agencies, and complying with reporting requirements.
- 1 Principles and practices of developing, implementing, and evaluating FKCE programs and services
- 1 Methods and techniques

Ability to:

- 1 Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- 1 Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- 1 Deliver formal and influential presentations.
- 1 Be a fairminded, ethical, and honest leader with excellent interpersonal and communication skills oral and written.
- 1 Develop, implement, and evaluate programs and services.
- 1 Utilize data and assessment outcomes to make improvements for programs and services.
- 1 Inspire and motivate others toward goal achievement.
- 1 Counsel, direct, and facilitate professional development of employees.
- 1 Develop and monitor budgets and effectively utilize resources.
- 1 Effectively manage priorities in large, complex, and diverse operational units.
- 1 Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- 1 Provide leadership and work collaboratively and productively with all stakeholders, including (I)-4.6 (sn (

