

### **DEFINITION**

Under administrative direction, plans, organizes, controls, and provides administrative direction and oversight for operations, activities, programs, and services of the assigned academic area; oversees educational planning and curriculum development in accordance with missions, goals, and objectives of the District and assigned area; coordinates assigned academic area, programs, and services with assigned division and other District divisions; fosters cooperative working relationships among division staff, other District divisions, and various public and private groups; provides highly responsible and complex professional assistance to the Dean of Academic Affairs in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

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

Oversees the coordination of communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the assigned area and enhance the educational effectiveness of assigned programs and services.

Manages and participates in the development of the annual budget for the assigned area of responsibility; participates in identification of and application for external funding sources, including developing industry partnerships; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

Represents the Dean of Academic Affairs in his or her absence at college meetings, committees, and other official functions.

Selects, trains, motivates, and directs area personnel; evaluates and reviews work for acceptability and conformance with District and area standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

Establishes and maintains relationships with school district and university officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities; participates in developing strategic plans for academic support by coordinating with other divisions to implement related academic support services.

Oversees the overall quality of assigned services by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

Conducts faculty review, including four-year probationary evaluation process, class visitations, and administrative evaluations.

Works directly with faculty and staff in the development, implementation, and improvement of assigned programs, curriculum, and schedules.

Supports instructional deans, faculty, and staff in developing new curricula and in planning and implementing new education and training programs in assigned section; and provides technical advice on changes and modifications to curriculum.

Oversees and participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; provides technical training to faculty on SLO development and assessment procedures and guidelines; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment 0.87.00.980d tracking theenphod trac5 -tatus 9TTc.098T8) 10

Ensures mandated reports, including accreditation self-study reports, are submitted according to established timelines.

Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the assigned area of responsibility.

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 programs, projects, and administrative activities as assigned.

Conduct effective negotiations and effectively represent the area of responsibility in meetings with governmental agencies and 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 technical staff reports.

Establish and maintain a variety of filing, record keeping, and tracking systems.

Operate modern office equipment including computer equipment and specialized software applications programs

Understand scope of authority in making independent decisions.

**Education and Experience:**

A master's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and

Three (3) years of formal training, internship, or leadership experience reasonably related to the assignment, and

Two (2) years of full-time teaching experience.

**Licenses and Certifications:**

None.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.