

DEFINITION:

Under general direction, plans, organizes, manages, and provides direction and oversight for all functions and activities related to contract education, community education, and not-for-credit career technical education training programs. Assignments within this classification vary according to the programs.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS:

This is a management classification that oversees and participates in all activities of the assigned career training area and development for adults, including short- and long-term planning and development and administration of program policies, procedures, and services. This class provides assistance to the Assistant Dean of Academic Affairs a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires 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 is distinguished from the Assistant Dean of Academic Affairs in that the latter has significant authority over and oversight of a broad cluster of career technical academic fields with responsibility for accomplishing planning and operational goals.

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 proactively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.

Recruit, 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 career training 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, evaluations, make sound recommendations, and prepare effective technical staff reports.

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

Understand scope of authority and make independent decisions.

Maintain confidentiality; and be a motivated self-starter.

Implement a new service intensive program in an efficient and timely manner.

Coordinate and supervise activities and programs in support of the assigned grant.

Assure District compliance with State and Federal regulations and budget allocations.

Understand community demographics and become familiar with local resources and agencies.

Work independently with little direction.

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
 Two (2) years of formal training, internship or leadership experience in education.

PHYSICAL DEMANDS

Must possess mobility to work in classroom settings; use standard classroom 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. 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 occasionally bend, stoop, kneel, reach, push, and pull. Positions are open and closed to retrieve and file information.

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 program policies and procedures.