



## Job Description

**JOB TITLE:** Associate Dean – Continuing Education, Business and Technology Division

**PAY GRADE:** In accordance with the Education Administrator Salary Schedule

**LAST REVISED:** June 2017

*Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in each job. They are not intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs, policies or practices.*

### **SUMMARY DESCRIPTION**

Under administrative direction of the Dean, this position serves as a member of the District's management team to provide leadership in matters relating to the administration of noncredit, continuing and community education instruction, including assisting in schedule development and enrollment, facilitating program and curriculum development and improvement, building partnerships in community, business and industry, selecting and evaluating staff, providing assistance to students, faculty, and classified staff, and assisting in planning processes to include budget, technology and facilities development, and to do related work as required.

### **REPRESENTATIVE FUNCTIONS**

1. Provide leadership and assistance with planning, development, implementation and maintenance of continuing education programs, including noncredit instruction in career development and college preparation (CDCP) and not-for-credit/fee-based community courses and programs.
2. Serve as site administrator for the Sierra College Roseville Center. Oversee computer and equipment needs of laboratory, classroom and offices for faculty and staff.
3. Under the direction of the Dean, assist faculty in developing, reviewing, revising, and evaluating noncredit curriculum to meet the needs of students, faculty, community, business and industry; assist in designing and implementing curriculum for new technologies; stay current on laws affecting instruction and curriculum standards.
4. Assist in the supervision and evaluation of assigned noncredit continuing education faculty members, contract/community instructors and classified support staff and serve as liaison between campus departments and student services as well regional adult schools and workforce agencies.
5. Assist the deans, chairs and faculty in creating a schedule of noncredit classes each semester, schedule rooms for classes, resolving any room conflicts with other divisions and programs. Resolve faculty loading issues and coordinate catalog revisions.
6. Administer and oversee the district's fee-based and not-for-credit programs and facilitate development, review and evaluation of curriculum to meet the needs of students, community, business and industry.



## Job Description

7. Develop and manage relevant program and facility budgets, including general and discretionary budgets, grant funded projects, part-time hourly staff and other appropriate categories of funds; administer accounting records for audit purposes.
8. Anticipate staffing needs and take action to meet needs as feasible and appropriate; orient, train, assign, schedule and supervise faculty members and classified support staff members; assure that applicable District and/or external agency regulations and policies are adhered to and applied correctly by staff members.
9. Interview, screen applications, participate on selection committees, and recommend candidates for hire or promotion in accordance with established District hiring processes and practices.
10. Assist in assigning substitutes for faculty and instructors as needed; supervise staff and office operations.
11. Mentor and supervise all relevant faculty and staff. Monitor the faculty and contract instructor evaluation process and evaluate work performance of faculty members, classified support staff, and temporary help staff in accordance with established District policies and procedures, including classroom visitations and administering student surveys in classes of faculty being evaluated.
12. Plan staff development efforts, establishing staff development needs collaboratively with staff to specifically address staff evaluation outcomes; maintain regular in-service days for planning and staff development activities; assist in administration of the District's collective bargaining agreements as appropriate; participate in District shared governance activities as appropriate.
13. Facilitate the development of goals and assessment criteria in assigned areas; engage staff in review of progress; use planning information to determine resource allocation.
14. Communicate with other colleges regarding curriculum; coordinate with the articulation office regarding articulation agreements with other institutions.
15. Assist with resolution of complaints among students, faculty, and staff; assist students with issues regarding courses, grades, etc.; refer students to appropriate resources for assistance.
16. Participate in Dean's Council meetings and Sierra Adult Education Consortium (SASSETS); coordinate with other educational administrators on common assignments; participate on shared governance committees, SC<sub>3</sub> training and facilitating.
17. Represent the college in meetings with community, business and industry members; assist in coordination of faculty, staff, and advisory/consortium committee meetings; serve as information resource regarding programs and services; make presentations to community groups; maintain effective relations with regional universities and local K-12 and adult schools.
18. Maintain currency of knowledge in assigned areas; develop administrative skills and expertise through professional conferences, seminars, workshops, professional journals and other material; maintain /increase proficiency in computer usage; promote implementation of new instructional techniques and technologies.
19. Performs other related duties as assigned.



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### MINIMUM QUALIFICATIONS

#### Licenses/Certifications:

A valid California driver's license, class "C" or higher.

#### Degrees/Experience:

A Master's degree in any subject matter field, and, one year of experience related to the duties of the position. Experience in noncredit adult and continuing education, workforce development and/or skilled trades programs is preferred.

#### Knowledge of:

Laws and regulations pertinent to the administration of instructional programs in California Community Colleges; instructional practices and techniques; curriculum development and program approval processes; personnel management practices and techniques of supervision; employment processes; collective bargaining processes; grant funding opportunities and grant writing; career and technical business partnerships, student internship and career development; accounting and budgeting methods; data collection, research and report writing; computers and related equipment; safety practices.

#### Ability to:

Supervise faculty and classified staff; prepare and manage budgets; evaluate work performance of faculty and staff; communicate effectively in writing; verbally communicate effectively; speak in public; read and comprehend technical and professional journals, textbooks; and other pertinent material; set priorities and establish goals and objectives; interact effectively with District faculty and staff, a variety of specialized and diversified business and industry partners and the general community; organize work and manage time effectively; demonstrate integrity and consistency; conduct effective meetings; effectively coordinate group work efforts; conduct research, interpret data, and report results; operate a microcomputer; stimulate motivation in the faculty, staff, and students; plan and manage in an environment of shared governance; inspire and promote socioeconomic and cultural diversity.

#### Physical Suitability Requirements:

Must be able to function in an office environment engaged in work of primarily a sedentary nature, and to accomplish the following with or without reasonable accommodation. *Almost Constantly:* Sit, to accommodate desk work, utilize vision to read printed material and computer screens; utilize hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment; utilize manual and/or finger dexterity to keyboard and/or utilize mouse to operate microcomputers and other office equipment; stand upright and forward flexing, stoop, lift (from low, level, and overhead, (maximum of 50 lbs.), carry (maximum of 50 lbs.), push and pull to move mail, packages, desks and other furniture; maintain cardio-vascular fitness to function effectively in stressful situations. *Occasionally:* Walk, to move about office and campus; utilize manual and/or finger dexterity to drive an automobile to accomplish official travel inside and outside the District.

#### Educational Administrator Salary Schedule

#### FLSA Exempt

#### Classification III, Bloodborne Pathogens Exposure Control Program