

TITLE	CLASSIFICATION	SALARY RANGE
Associate Dean, Public Safety/In-Service Programs	Management Team Educational Administrator	28

**SCOPE OF POSITION:**

Under the direction of the Senior Dean, Public Safety, plan, organize, control and direct program development, management and delivery of corrections, probation, juvenile and corrections officer academies, certificate programs, and in-service classes; develop, design and assess curriculum for California State regulatory agencies and the Chancellor's Office; train, supervise and evaluate the performance of assigned faculty and staff. This position serves as a Director for the Public Safety Training Center.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Develop, design and assess curriculum and program reviews including Program and Resource Planning Process (PRPPs) and Student Learning Outcomes for State regulatory agencies and the Chancellor's Office; schedule classes, develop lesson plans and prepare class rosters; manage enrollment and registration activities; prepare records related to student enrollment and grades; and maintain instructor files.
2. Train, supervise and evaluate the performance of assigned faculty and staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
3. Collaborate and communicate effectively with a diverse student population, faculty, staff, California law enforcement, public safety agencies, community members and stakeholders; coordinate activities and programs, resolve issues and exchange information; receive, review and provide timely resolution to student, faculty and staff issues.
4. Provide technical expertise, information and assistance to the Senior Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
5. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
6. Direct the preparation and maintenance of narrative and statistical reports, records and files related to personnel and assigned activities.
7. Participate in budget development for In-Service/Corrections programs; analyze and review budgetary and financial data; develop, manage and evaluate grants, contracts and assigned budgets.
8. Attend and conduct a variety of meetings; serve on assigned committees; represent the College and Public Safety Training Center at community events, advisory committee meetings and other College and community-based occasions.
9. Serve as a resource for training needs; and make recommendations regarding related issues and trends.

**KNOWLEDGE OF:**

1. Laws, mandates and regulations related to California peace officer, correctional officer, probation officer and juvenile corrections officer standards and training.
2. Policies and procedures of the College and California Community College system including Title V regulations.

**KNOWLEDGE OF – Continued**

3. OSHA and Code of Federal Regulations related to class delivery and administration.
4. Curriculum development and design including on-line educational platforms.
5. Grant writing techniques.
6. Budget preparation and control.
7. Oral and written communication skills.
8. Principles and practices of administration, supervision and training.
9. Applicable laws, codes, regulations, policies and procedures.
10. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Plan, budget and schedule programs, academies and classes.
2. Effectively train, supervise and evaluate the performance of assigned staff.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

**EXPERIENCE:**

One year of formal training, internship or leadership experience reasonably related to this assignment.