

TITLE: Executive Dean, SRJC Petaluma

CLASSIFICATION: Management Team – Educational Administrator

SALARY RANGE: 37

SCOPE OF POSITION:

Under the direction of the Superintendent/President, and in consultation and coordination with component Vice Presidents, oversee the organization, delivery, supervision, fiscal management and evaluation of academic programs, student support services, facilities operations, and associated planning functions for the Santa Rosa Junior College, Petaluma Campus; provide District leadership for Student Success efforts; supervise and evaluate the performance of assigned faculty, classified professionals and managers.

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. In coordination with component Vice Presidents and District administrators, plan, organize, and direct SRJC Petaluma operations and activities including instructional and student services, facilities operations, business services, media services, and grants/special programs; serve as campus chief administrator and provide leadership, vision and oversight for academic and student support programs, priorities and planning; promote teaching and learning as the core function of the District; ensure that educational programs, support services and institutional resource allocations effectively meet the educational needs of students.
2. Provide leadership in the convening, charge and work of District committees, teams, and task forces, summits and special events related to District Student Success efforts and SRJC Petaluma operations.
3. Provide leadership in the convening and work with the SRJC Foundation and Friends of Petaluma Campus Trust in support of fund and donor development activities.
4. Supervise and evaluate assigned faculty and staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate work assignments and review work to ensure compliance with established procedures, standards and requirements; ensure employee understanding of established requirements; oversee or participate in the recruitment, selection, evaluation and development of faculty and staff.
5. In coordination with the Vice President of Fiscal and Administrative Services, develop the SRJC Petaluma budget. Analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; oversee financial functions to ensure fiscal accountability and solvency; evaluate enrollment data to determine priorities; direct and participate in researching, obtaining and maintaining grants and other funding sources; direct expenditures and monitor revenue for the Friends of Petaluma Campus Trust endowments and program funds; prepare related proposals and documents; provide sound fiscal planning and oversight in the development and management of instructional and student services budgets and assume responsibility for advocating for effective resource allocations in support of SRJC Petaluma and its Educational Master Plan.
6. Ensure adequate resources and staff to meet the instructional and student support needs of the SRJC Petaluma Campus; direct the purchasing of needed supplies and equipment.
7. In coordination with the Vice President of Human Resources, provide leadership and professional development to the SRJC Petaluma management team; collaborate, support and foster professional growth and development of faculty and staff.

KEY DUTIES AND RESPONSIBILITIES – Continued

8. Collaborate to provide leadership and vision to strengthen existing and implement new and emerging career/technical education and transfer programs at SRJC Petaluma including degrees and certificates, basic skills curricula and programs, noncredit career development and college preparation programs and community education.
9. Provide guidance to and receive input from faculty organizations on matters related to SRJC Petaluma instructional and student service programs; promote the inclusion of classified staff and students in the participatory governance process.
10. In consultation and collaboration with component Vice Presidents and District administrators, coordinate SRJC Petaluma instructional and student support programs, services, communications, activities, projects, curriculum development and information between faculty, staff, community resources, external organizations, students, the public and various local, State and Federal agencies; ensure resolution of Petaluma campus-related student, staff, faculty, program and services issues.
11. Collaborate in the development of effective instructional programming including room utilization, student enrollment, retention and completion, and enrollment management strategies aligned with the goals of the District.
12. Establish and maintain effective working relationships with local high school districts, business and community representatives and organizations and regional four-year institutions; collaborate to plan, develop and modify curriculum and programs at SRJC Petaluma; communicate with faculty, staff and community organizations to exchange information, coordinate activities and programs and resolve issues.
13. Plan, direct and oversee SRJC Petaluma branding, marketing, public/media relations, emergency preparedness, facility use, sustainability initiatives and outreach activities and events.
14. Provide technical information and assistance to the Superintendent/President regarding District Student Success efforts and SRJC Petaluma instructional and student support programs, services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
15. Oversee the modification of programs and services to meet State and Federal requirements.
16. Oversee and ensure proper development, maintenance and modification of instructional and student support technology systems for SRJC Petaluma.

KNOWLEDGE OF:

1. Mission, goals, purpose, organization, operations, policies and procedures of educational institutions.
2. Planning, organization and direction of college/campus operations and activities including instructional and student services and support programs and facilities operations.
3. Educational policy development and strategic planning in a college environment.
4. Community college accreditation standards and processes.
5. Program review and evaluation processes.
6. Curriculum standards, development and implementation, instructional pedagogy and current teaching methodologies.
7. Diverse academic, socio-economic, cultural, gender-based identity, age, disability, ethnic and related demographic backgrounds of community college students.

KNOWLEDGE OF – Continued

8. Emerging trends, effective practices and laws, codes, regulations and pending legislation related to instructional and student support programs, services, operations and activities;
9. District, State and Federal standards and requirements governing community colleges.
10. Leadership principles and practices of administration, supervision, recruitment, evaluation and training.
11. Participatory approaches to governance.

ABILITY TO:

1. Plan, organize, and direct District Student Success efforts.
2. Plan, organize and direct campus programs, services, operations and activities.
3. Collaborate and participate in developing and maintaining curriculum standards and best practices for instruction.
4. Collaborate, coordinate and direct, curriculum, fiscal functions, meetings, communications, information, resources and staff to meet student needs and enhance the educational effectiveness of the District.
5. Supervise and evaluate the performance of assigned managers and staff.
6. Collaborate and provide leadership and vision to strengthen and implement new, emerging and existing career/technical and transfer programs leading to certificates and degrees.
7. Collaborate and direct the innovation, development and implementation of instructional and student support programs, services, plans, strategies, processes, systems, projects, courses, goals, events and objectives.
8. Ensure resolution of student, staff, faculty, and program and service issues.
9. Demonstrate sensitivity to, and respect for, a diverse population.

MINIMUM 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 Human Resources, 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.