

TITLE: Senior Dean, Public Safety

CLASSIFICATION: Management Team – Educational Administrator

SALARY RANGE: 34

SCOPE OF POSITION:

Under the direction of the Senior Vice President, Academic Affairs/Assistant Superintendent, plan, organize, and direct District-wide instructional operations, activities, programs and services of the Public Safety Training Center (PSTC) at a variety of campuses and other locations; provide primary support for Academic Affairs program planning, enrollment management and student learning outcomes initiative; coordinate and direct communications, educational planning activities, program development functions, courses, curriculum and other information to meet District and student needs to enhance the educational effectiveness of assigned instructional subject areas; 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. Plan, organize, and direct College-wide instructional operations, activities, programs and services of the PSTC; direct the Administration of Justice and Fire Technology degree programs; establish and maintain time lines and priorities; develop and approve academic schedule for public safety training and degree programs.
2. Ensure compliance with the regulations and policies of the Commission on Peace Officers Standards in Training (POST), State Training for Board of Corrections, State Fire Marshal's Office, Federal Law Enforcement Training Center, Sonoma County Health Services Agency, the National Registry of Emergency Medical Technicians, State Chancellor's Office and the District; address safety issues regarding high risk training at the PSTC; direct lab exercises in emergency vehicle operations, defensive tactics, firearms training and emergency medical care (EMC).
3. Manage the operations of the PSTC; lead and coordinate efforts to market and promote the PSTC locally and nationally; develop policies and procedures for use of the facilities by internal and external users; manage scheduling to ensure access for District programs; collaborate with staff and faculty to develop cross-disciplinary training opportunities, ensure that the facilities and equipment are safe and properly maintained in compliance with State and federal regulations.
4. Provide primary support for assigned academic areas at District campuses and sites for enrollment management; collaborate with the Senior Vice President, Academic Affairs/Assistant Superintendent and other Deans to establish enrollment management targets; monitor the development of the schedule, generate and distribute data to deans regarding the current status of their Full Time Equivalent Faculty (FTEF) and Full Time Equivalent Students (FTES); meet with staff and faculty to ensure FTEF and FTES goals are met; introduce new schedule options to increase FTES.
5. Provide primary support for assigned academic areas for annual Program and Resource Planning Process (PRPP) for program review, program evaluation and resource planning and prioritization; review requests and ensure prioritization documentation is complete and accurate; provide primary support for the program evaluation; serve on related committees.
6. Provide primary support for the assigned academic areas for student learning outcomes initiative District-wide to meet mandated accreditation standards; provide leadership in the assessment of courses, certificates and majors.

KEY DUTIES AND RESPONSIBILITIES – Continued

7. Coordinate and direct educational planning activities, program and course development functions, curriculum and information to meet College and student needs and enhance the educational effectiveness of assigned instructional subject areas; direct the development and implementation of programs, services, plans, strategies, processes, projects, courses, goals and objectives.
8. Supervise and evaluate the performance of assigned faculty and staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; review work to ensure compliance with established standards, requirements and procedures; evaluate faculty in the tenure review process.
9. Administer and monitor instructional programs and courses to ensure compliance with established curriculum standards and requirements; direct and participate in the development, analysis, implementation and enhancement of curriculum standards; coordinate activities and professional development functions to enhance faculty understanding of curriculum standards and requirements, instructional strategies and related materials.
10. Coordinate and direct communications, programs, services, activities and information between faculty, staff, external organizations, community members, educational institutions, students, and various local, State and Federal agencies; receive, review, facilitate and ensure proper and timely resolution of student, staff, faculty, and program issues.
11. Coordinate and provide public safety training outreach activities including business partnerships, high school articulation and regional occupational programs.
12. Provide consultation and technical expertise to students, staff, faculty, and others regarding PSTC.
13. Develop and prepare operating budgets for the instructional operations, activities, departments and programs of assigned areas; analyze and review budgetary and financial data; authorize expenditures and conference requests in accordance with established limitations; research, obtain and maintain grants and other funding sources.
14. Modify programs, instructional activities, policies and procedures to meet State and Federal requirements.
15. Provide technical information and assistance to the Senior Vice President regarding instructional services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.

KNOWLEDGE OF:

1. Chancellor's Office regulations and District policies and procedures governing public safety education programs, including course and program approval.
2. Community college research and best practices.
3. Principles of facility maintenance and planning including the management of high-risk training facilities.
4. Instructional technology, instructional facilities and management of public safety students.
5. Enrollment management and enrollment management systems.
6. Hiring and evaluation procedures, and local, State and Federal employment, laws and regulations.
7. Preparation of grant proposals, contract and subcontracts.
8. Interpreting and enforcing faculty and classified bargaining contracts.
9. Program review and evaluation processes.
10. Curriculum and program development.
11. Educational trends, accreditation standards, and State-wide initiatives.

ABILITY TO:

1. Plan, organize, control and direct a wide variety of academic programs.
2. Provide subject matter expertise in the Public Safety Sector.
3. Plan public safety instructional facilities, including high impact areas with great risk potential.
4. Build an effective class schedule to meet student needs.
5. Work in an atmosphere of collegial decision-making demonstrating consensus building and facilitation skills.
6. Demonstrate sensitivity to and respect for a diverse population including the ability to develop culturally responsive student programs and student equity initiatives.
7. Lead and implement strategic planning.
8. Advocate for the District's programs and services.
9. Effectively train, supervise and evaluate assigned staff.

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.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Graduation from P.O.S.T. Basic Academy and Supervisory P.O.S.T. certificate.