

**TITLE: Dean, Academic Affairs**

**CLASSIFICATION: Management Team – Educational Administrator**

**SALARY RANGE: 34**

**SCOPE OF POSITION:**

Under the general direction of the Vice President, Academic Affairs/Assistant Superintendent, provide District-wide support to various aspects of instructional programs, enrollment management, and compliance with Education Codes, Title 5 and California Community Colleges Chancellor's Office (CCCCO) regulations. Assure compliance with accreditation standards, Board policies and administrative procedures, and collective bargaining agreement provisions. Plan, organize, and direct District-wide instructional operations, activities, programs and services including those of the Public Safety Training Center (PSTC) and Older Adults Program; provide primary support for Academic Affairs program planning and enrollment management initiatives; coordinate and direct communications, educational planning activities, program development functions, curriculum and schedule development, and other activities to meet District and student needs to enhance institution-wide educational effectiveness; supervise and evaluate the performance of assigned faculty and staff.

**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.*

**PUBLIC SAFETY TRAINING CENTER**

1. Plan, organize, and direct instructional operations, activities, programs and services of the Public Safety Training Center (PSTC); direct the Administration of Justice, Emergency Medical Care, and Fire Technology degree programs; establish and maintain timelines 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. Coordinate and provide public safety training outreach activities including business partnerships, high school articulation and regional occupational programs.
5. Provide consultation and technical expertise to students, staff, faculty, and others regarding PSTC.

**CURRICULUM, SCHEDULING, AND ENROLLMENT MANAGEMENT**

1. 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 instructional subject areas; direct the development and implementation of programs, services, plans, strategies, processes, projects, courses, goals and objectives; coordinate and direct certificate and major program review.

2. Collaborate with faculty and staff on curriculum issues such as student learning outcomes, majors, certificates and courses; co-chair the Curriculum Review Committee (CRC); develop schedule of classes and monitor enrollments and faculty loads; monitor, analyze and adjust courses in response to student needs; recommend the total number of courses to be offered and of what types to be offered; recommend course amendments and curriculum changes; supervise the preparation of the College's Schedule of Classes; and provide certificate, major and course data for the College Catalog.
3. Provide primary support for enrollment management of courses on all District campuses and sites; collaborate with the Vice President, Academic Affairs/Assistant Superintendent, Vice President, Finance and Administrative Services and other administrators to establish enrollment management targets; monitor the development of the schedule, generate and distribute data regarding the current status of 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 improve efficiency and increase FTES.
4. 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.

#### **OLDER ADULTS PROGRAM**

1. Plan, organize and direct the District-wide Older Adults (Seniors) Program.

#### **OTHER KEY DUTIES AND RESPONSIBILITIES:**

1. Provide leadership for collective bargaining and contract administration activities; may serve as a principal negotiator with faculty unions; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; and support compliance with labor union contracts; co-chair the Tenure Review and Evaluation Group (TREG).
2. Provide District-wide consultation and technical expertise to staff and faculty regarding legal or regulatory compliance, curriculum, AFA/District contract interpretation, and accreditation and evaluation matters; respond to inquiries and provide detailed and technical information concerning District programs, services, curriculum, and related standards, schedules, strategies, goals, laws, regulations, policies and administrative procedures.
3. Provide District-wide training to other administrators, faculty and staff related to regulatory compliance, curriculum, AFA/District contract and tenure review and evaluation matters.
4. Develop and prepare operating budgets for the Public Safety Training Center, Curriculum Office and Older Adults Program operations and activities; analyze and review budgetary and financial data; authorize expenditures in accordance with established policies and procedures; research, obtain and maintain grants and other funding sources.
5. Participate in long-term educational planning in conjunction with the other academic deans, with special emphasis in curriculum, enrollment management and program review.
6. Provide primary support for assigned academic areas for annual Program and Resource Planning Process (PRPP) program review, program evaluation and resource planning and prioritization; review requests and ensure prioritization documentation is complete and accurate.
7. Provide leadership and support for District-wide student learning outcomes initiatives designed to meet accreditation standards; provide leadership in the assessment of courses, certificates and majors.

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. 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.
10. Modify programs, instructional activities, policies and procedures to meet State and Federal requirements.
11. Provide technical information and assistance to the Vice President of Academic Affairs/Assistant Superintendent, the Superintendent/President and other administrators regarding instructional services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.
12. Write and revise Board policies and administrative procedures.
13. Receive, review and facilitate resolution for student, faculty or staff complaints.
14. Represent the District in local, regional and state-wide instructional meetings and committees.

**KNOWLEDGE OF:**

1. Education Code, Title 5, CCCCCO regulations, accreditation requirements, and labor union contracts.
2. Chancellor's Office regulations and District policies and procedures governing public safety education programs, including course and program approval.
3. Current research, data and metrics, and current practices related to higher education, community colleges, adult learners, and diversity, equity, inclusion, and antiracism.
4. Principles of facility maintenance and planning including the management of high-risk training facilities.
5. Instructional technology, instructional facilities and management of public safety students.
6. Enrollment management and enrollment management systems.
7. Hiring and evaluation procedures, and local, State and Federal employment, laws and regulations.
8. Preparation of grant proposals, contract and subcontracts.
9. Interpreting and enforcing faculty and classified bargaining contracts.
10. Program review and evaluation processes.
11. Curriculum and program development.
12. Educational trends, accreditation standards, and State-wide initiatives.
13. Board policies and procedures.
14. State Chancellor's Office policies and procedures related to curriculum and finance.
15. State Academic Senate minimum qualification requirements for instructors.
16. GE requirements for transfer to the CSU and UC systems.
17. Distance Education modalities and delivery requirements.

**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.
10. Effectively communicate complex and technical regulations in understandable terms to other administrators, faculty and staff, both orally and in written form.

**QUALIFICATIONS:**

*Education:*  
Master's Degree.

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