



Classification Title: Associate Dean, Workforce Development and Extended Studies

Department:	Career, Technical, and Extended Education	EEO6 Code:	1
Employee Group:	Administrative Association (Educational Administrator)	Salary Grade:	72
Supervision Received From:	Dean, Instructional, Career, Technical, and Extended Education	Date of Origin:	October 2016
Supervision Given:	Assigned administrators, supervisors, and classified, short-term, student, and volunteer employees in Career, Technical, and Extended Education	Last Revision:	October 2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provides administrative leadership to the District's Education Centers including schedule development and planning to meet the educational, economic and workforce development needs of the community; provides administrative leadership to Apprenticeship programs, the Adult Education Block Grant, contract and fee-based education, and community and non-credit instructional programs and services for the District; integrates and implements programming and management for assigned areas of responsibility; oversees economic and workforce development opportunities leading to certificates and associate's degrees, Career Pathway and college transition programs, and incumbent worker training.

DISTINGUISHING CHARACTERISTICS.

The Associate Dean, Workforce Development and Extended Studies is distinguished from the Dean, Career, Technical and Extended Education by its responsibility for the administration of the District's Education Centers, Apprenticeship program, the Adult Education Block Grant, contract and fee-based education, and community and non-credit instructional programs while the latter position is a senior administrator responsible for administering all programs and services of the Career, Technical, and Extended Education division.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Oversees the programming and management of District Education Centers, Apprenticeship and noncredit instructional programs, and contract and fee-based community education.
2. Coordinates credit and noncredit programs for assigned areas of responsibility; conducts systematic assessment of student progress and learning outcomes; develops and collects required student data; and reviews and recommends changes to maintain relevance of programs to meet student and community needs.
3. Performs full management activities, subject to management concurrence and in accordance with applicable District policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
4. Advises Education Center administration on instruction and plans curricular development and implementation of additional economic development programs.
5. Collaborates with Student Services departments and programs to ensure noncredit students receive appropriate financial aid, orientation, assessment, education planning, intervention, and follow-up services.

6. Assures regular review and revision of courses of study, implementing federal and state regulations, course classification, methods of instruction, taxonomy of programs, and other required information; acts as a liaison with other deans regarding programming and student support services.
7. Ensures that noncredit course schedules are planned and developed to meet both student and college needs to maximize student success and reach full-time equivalent student (FTES) goals.
8. Facilitates maintenance of relevant curriculum appropriate to the District's mission; promotes noncredit instructional programs in assigned areas of responsibility.
9. Provides solutions to problems involving students, District employees, and the public on such issues as enrollment, registration, complaints, and personnel; monitors class size and cancellations.
10. Recommends instructional and general policies relevant to assigned areas of responsibility; conducts meetings to facilitate planning and collegial decision-making; informs faculty and staff about issues and projects for District instructional programs.
11. In conjunction with faculty and staff, assesses students and continuously monitors their progress for success using appropriate data and research tools.
12. Provides administrative and technical support to faculty including, but not limited, to curriculum, program approval, labor market trends, instructional facilities usage, and well-equipped facilities and labs.
13. Identifies and prioritizes program needs, secures available funding, and strategically allocates and reallocates resources for instructional programs.
14. Participates in the development of District plans, including the Strategic Plan and Program Review and Planning.
15. Exercises leadership in the development and monitoring of the budget and manages fiscal resources consistent with District policy and sound financial management principles, and administers external funding projects.
16. Develops and executes planning, research and analysis for special projects.
17. Acts as a liaison with community organizations and business partners to ensure assigned programs are current and consistent with community needs.
18. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
19. Participates in shared governance through service on planning and/or operations councils and committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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

Education/Training: A master's degree from an accredited college or university.

Licenses/Certificates: Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.

Preferred Qualifications:

1. An advanced degree in educational administration, public administration, or a related field.
2. Experience developing noncredit curriculum in adult education.
3. Experience in state-sponsored Apprenticeship programs or similar programs in states outside of California.
4. Experience in contract and fee-based community training and education.

Knowledge of:

1. Management principles and practices.

2. Federal, state and local laws, codes, rules, regulations and court decisions applicable to community colleges and noncredit education, including the California Education Code and Title 5 of the California Code of Regulations.
3. Adult learning theory and learning styles.
4. Multiple methods of instruction.
5. Curriculum development principles, practices, and processes.
6. Enrollment planning and scheduling processes.
7. Grant funding sources.
8. Labor market data analysis and workforce development practices.
9. Course articulation principles and practices, including alignment with credit courses and adult education courses.
10. Student matriculation principles, practices, and methodologies.
11. Budgeting principles and practices.
12. Funding methods and regulations regarding the use of general and restricted funds.
13. Public relations principles and practices, including the use of tact, patience, and courtesy.
14. Policies and objectives of assigned program and activities.
15. Research methods and data collection and analysis techniques.
16. Principles and practices of budget preparation and monitoring.
17. Modern office practices, procedures and equipment including computers and software programs applicable to assigned areas of responsibility.
18. Principles and practices of sound business communication.

Skill in:

1. Planning, organizing, and directing credit and noncredit community college educational programs.
2. Managing, training and evaluating the work of others.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing and maintaining a department budget.
6. Interpreting complex data and information.
7. Communicating clearly and concisely, both orally and in writing to faculty, staff, students, and community members.
8. Mediating difficult and/or hostile situations.
9. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
10. Compiling and organizing data from a variety of sources.
11. Maintaining accurate and complete records.
12. Maintaining confidentiality and exercising discretion.
13. Providing leadership to assigned staff and within the community.
14. Coordinate projects and setting goals and priorities with other leaders within a college to offer effective services to students.
15. Planning, organizing, developing, and evaluating programs, activities, and curriculum in adult and higher education.
16. Developing and modifying curriculum to meet student and community needs.
17. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
18. Organizing multiple projects and carrying out required project details throughout the year.
19. Evaluating and supporting faculty and staff recommendations for program improvements and/or new program efforts.
20. Managing and overseeing specially-funded programs.
21. Conducting advanced-level research and reporting findings in a clear and concise manner.

22. Developing grant or special projects applications.
23. Establishing and maintaining effective working relationships with those contacted in the course of work.
24. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions with extensive exposure to computer screens and contact with faculty, students, other departments and the public.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.