

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

**CLASSIFICATION: CLASSIFIED
SUPERVISORY/MANAGEMENT**

**CLASS TITLE: ASSOCIATE DEAN—
EDUCATIONAL PROGRAMS**

SALARY TABLE: 30

SALARY RANGE: 160

BASIC FUNCTION:

Under the direction of the Dean-Educational Programs, plan, organize, control and direct Dual Enrollment and Professional Development Center operations and activities; coordinate and direct communications, curriculum, fiscal functions, courses, personnel and information to meet community workplace and dual enrollment needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned faculty and classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Dual Enrollment and Professional Development Center operations and activities; monitor, evaluate and adjust activities in response to community workplace and dual enrollment needs; establish and maintain Dual Enrollment and Professional Development Center time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate and direct communications, curriculum, fiscal functions, courses, personnel and information to meet community workplace and dual enrollment needs and assure smooth and efficient activities; oversee the development and implementation of Dual Enrollment and Professional Development Center programs, services, plans, strategies, processes, projects, goals and objectives; assure proper and timely resolution of related issues and conflicts.

Supervise and evaluate the performance of assigned faculty and classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures.

Coordinate and direct Dual Enrollment Program services and related communications, enrollment functions and College courses taught at local high schools; attend meetings with school districts and high schools to discuss and facilitate the development, implementation and maintenance of high school dual enrollment courses.

Plan, organize, control and direct Professional Development Center operations, activities, programs and classes to provide for-credit workplace training services for local employers; direct and participate in activities involved in assisting employers with developing comprehensive training programs; direct the development and implementation of related workshops and courses.

Monitor and evaluate Dual Enrollment and Professional Development Center activities for educational and financial effectiveness and operational efficiency; respond to administrative, staff

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and public input concerning related needs; direct the development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of Dual Enrollment and Professional Development Center services.

Coordinate and direct Dual Enrollment and Professional Development Center services, courses, communications, activities and information between staff, faculty, administrators, school districts, high schools, outside organizations, businesses, the public and various local, State and federal agencies; establish and maintain partnerships with school districts and local businesses to facilitate and enhance participation in Dual Enrollment and Professional Development Center activities.

Plan, organize, control and direct various fiscal functions in support of Dual Enrollment and Professional Development Center activities; coordinate the processing of payroll to assure accurate and timely payment of designated employees; assure proper updating of accounts with income and expenditures; monitor and assure accuracy of incoming revenue and outgoing payments.

Administer and monitor instructional programs and activities to assure compliance with established curriculum standards; collaborate with others in developing and maintaining curriculum standards for dual enrollment and workplace training courses; coordinate activities to enhance staff and instructor understanding of curriculum standards, instructional strategies and related materials.

Coordinate, attend and conduct a variety of meetings with local businesses and College personnel, faculty and administrators; prepare and deliver oral presentations concerning Dual Enrollment and Professional Development Center services and activities; attend and participate in a variety of conferences, committees, seminars, business functions, workshops and special events.

Develop and prepare the annual preliminary budget for Dual Enrollment and Professional Development Center operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grants and other funding sources as required.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, services, personnel, students, courses, budgets, financial activity and assigned duties.

Provide technical information and assistance to the Dean-Educational Programs regarding Dual Enrollment and Professional Development Center services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to Dual Enrollment and Professional Development Center operations and activities; modify programs, instructional activities,

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policies and procedures to meet State and federal requirements as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of Dual Enrollment and Professional Development Center operations and activities.

Curriculum standards, requirements, interpretation and application in Dual Enrollment and Professional Development Center courses and activities.

College, State and federal standards and requirements governing Dual Enrollment and Professional Development Center activities.

Instructional techniques and strategies related to assigned programs and activities.

Principles, practices, procedures and techniques involved in the development and implementation of Dual Enrollment and employee development courses, programs, services, plans, strategies, processes, projects, goals and objectives.

Principles and practices of administration, supervision and training.

Policies and objectives of assigned programs and activities.

Budget preparation and control.

Oral and written communication skills.

Applicable State and federal laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct Dual Enrollment and Professional Development Center operations and activities.

Coordinate and direct communications, curriculum, fiscal functions, courses, personnel and information to meet community needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned faculty and classified personnel.

Oversee the development and implementation of Dual Enrollment and Professional Development Center courses, programs, services, plans, strategies, processes, projects, goals and objectives.

Plan, organize, control and direct Professional Development Center operations, activities, programs and classes to provide for-credit workplace training services for local employers.

Coordinate and direct Dual Enrollment Program services to provide high school students with College courses.

Establish and maintain partnerships with school districts and local businesses to facilitate and enhance participation Dual Enrollment and Professional Development Center activities.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

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Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and five years increasingly responsible experience working with dual enrollment, vocational training or related educational programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.