

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

**CLASSIFICATION: EDUCATIONAL
ADMINISTRATOR**

**CLASS TITLE: DEAN EDUCATIONAL
PROGRAMS**

SALARY TABLE: 30

SALARY RANGE: 165

BASIC FUNCTION:

Under the direction of the assigned Vice President plan, organize, control and direct assigned instructional and student support operations, activities, departments and programs; coordinate and direct communications, information, resources and personnel to meet the instructional and student support needs of the College and enhance the educational effectiveness of assigned departments, programs and functions; supervise and evaluate the performance of assigned faculty and classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the instructional and student support operations and activities of assigned programs and units.

Coordinate and direct communications, information, resources and personnel to meet the instructional and student support needs of the College and enhance the educational effectiveness of assigned departments, programs and functions; establish and maintain related time lines and priorities; assure related activities comply with established College, State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.

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; observe faculty progress and performance in the classroom.

Direct the development and implementation of programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives; coordinate and schedule classes, programs, services and other instructional and student support activities as directed; assure proper and timely resolution of student, staff, faculty, administrative, department, program and related issues, complaints and conflicts.

Monitor and analyze assigned operations, activities, departments and programs to determine educational and financial effectiveness and operational efficiency; receive and respond to administrative, faculty, staff and public input concerning instructional and student support needs; direct the development and implementation of standards, programs, policies and procedures to enhance educational and financial effectiveness and operational efficiency.

Administer and monitor instructional and student support programs and activities to assure compliance with established standards and requirements; assist faculty with developing and maintaining curriculum standards, enhancing class enrollment and meeting the educational needs and goals of students; coordinate activities and staff development functions to enhance College faculty understanding of curriculum standards and requirements, instructional strategies and related materials.

Provide consultation and technical expertise to administrators, faculty and others concerning assigned departments, programs, services, operations and activities; respond to inquires, resolve issues and conflicts, and provide detailed and technical information concerning related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, polices and procedures.

Coordinate communications, programs, services, activities and information between administrators, faculty, department chairs, personnel, outside organizations, students, the public and various local, State and federal agencies; direct the preparation and distribution of correspondence and marketing and informational materials as assigned.

Assure adequate resources and personnel to meet the needs of assigned departments and programs; direct related procurement and purchasing functions; initiate personnel transactions such as hiring activities as appropriate; coordinate and direct activities to assure proper facilities usage and access; assure proper maintenance of department and program facilities as directed.

Coordinate, develop, implement and conduct training and professional development activities, and orientations concerning assigned instructional and student support programs and departments as required; prepare and deliver oral presentations concerning related principles, standards, guidelines, requirements, practices, procedures and techniques; prepare and distribute related training materials.

Develop and prepare the annual preliminary budget for assigned instructional and student support operations, activities, departments and programs; 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; prepare related proposals and documents.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to departments, programs, services, personnel, students, courses, budgets, financial activity and assigned duties; assure mandated reports are submitted to appropriate local, State or federal agency according to established time lines.

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to assigned departments, programs and activities; modify programs, instructional and student support activities, policies and procedures to meet State and federal requirements as needed.

Provide technical information and assistance to the Vice President regarding instructional and student support 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; oversee the development and modification of computer systems as required.

Coordinate, attend and conduct various meetings, committees, conferences, seminars and special events as assigned; present materials and information concerning assigned departments, programs and functions.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of assigned instructional and student support operations, activities, departments and programs.

Curriculum standards, requirements, interpretation and application in assigned departments and programs.

College, State and federal standards and requirements governing college district academic programs.

Techniques and strategies related to assigned instructional and student support departments and programs.

Principles, practices, procedures and techniques involved in the development and implementation of curriculum standards, and instructional and student support programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.

Principles and practices of administration, supervision and training.

Policies and objectives of assigned programs and activities.

College District organization, operations, policies and objectives.

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.

Requirements of assigned student support functions.

ABILITY TO:

Plan, organize, control and direct assigned instructional and student support operations, activities, departments and programs.

Coordinate and direct communications, information, resources and personnel to meet the instructional and student support needs of the College and enhance the educational effectiveness of

December 2020

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assigned departments, programs and functions.

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

Direct the development and implementation of programs, services, plans, strategies, processes, systems, projects, goals and objectives.

Monitor, analyze and direct the development and implementation of programs, policies and procedures to enhance educational effectiveness and operational efficiency.

Plan, coordinate and direct operations, personnel and resources to enhance faculty understanding of educational practices, instructional strategies and curriculum standards.

Assure proper and timely resolution of student, staff, faculty, department, program and related issues, complaints and conflicts.

Provide consultation and technical expertise concerning assigned departments and programs.

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.

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 seven years increasingly responsible experience working with instructional or student support 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.