

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Dean, Continuing Education and Strategic Program Development	Management Team Educational Administrator	Range: 14.5 Days: 224 DEAN II

JOB DESCRIPTION:

Under general direction, has primary administrative responsibility for direction and oversight of a full range of instructional offerings to several important instructional support functions and departments. Specific areas of responsibility include: Weekend College, Off Campus Programs and Services, Noncredit Programs, Community Education Program, Pepperwood Preserve, Planetarium and community outreach and development. Initiates, coordinates, and/or supervises major educational initiatives related to the liberal arts and sciences and to vocational programs, such as developmental education, student learning outcomes, and others as identified.

SCOPE:

The Dean, Continuing Education and Strategic Program Development, under the general direction of the Vice President of Academic Affairs/Assistant Superintendent, has broad scope in the development, interpretation and implementation of major policies and procedures pertaining to his or her area of the instructional program including the selection and evaluation of faculty, management and classified staff, preparation of faculty assignments, curriculum development, scheduling of classes, and program budget development and monitoring.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Provides general oversight and direction to the Community Education Program, including not-for-credit courses and workshops, Traffic Violator School, the District's Arts & Lectures program and Chamber Concert Series.
2. Provides general oversight and direction to the Non-credit Programs.
3. Provides general oversight and direction to the Weekend College and off-campus programs (excluding off campus programs coordinated by the Petaluma Campus).
4. Initiates goals and objectives for the Department consistent with the College mission and goals and participates in long range planning efforts and program development for all aspects of the Continuing Education program. Recommends to the Vice President, Academic Affairs/Assistant Superintendent the development of new policies and procedures as required to successfully implement goals and objectives.
5. Interprets existing District and State policy regarding Continuing Education and Noncredit programs and facilitates program compliance.
6. Supervises instructors, program directors, off-campus coordinators and classified staff having duties related to non-credit, continuing education and off campus programs, and assists other Deans as necessary to supervise instructors in the Weekend College.

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7. Provides direction and support for a variety of outreach projects and activities.
8. Directs the publication of all Continuing Education publicity materials.
9. Develops and maintains a system for monitoring expenses and income for programs within Continuing Education & Strategic Program Development.
10. Works closely with the Contract Education Program and Economic Development Institute to develop and implement fee-supported, non-credit programs where appropriate.
11. Develops procedures in cooperation with Director, Fiscal Services for deposits of income, refunds, billings, Foundation accounts and related reporting procedures and budgetary controls. Recommends when necessary the development of additional procedures to monitor and control expenditures and income.
12. Represents the district in appropriate local, regional and state-wide meetings, committees and initiatives.
13. Works with the Admissions, Records & Enrollment Department to develop registration procedures for Continuing Education and noncredit programs consistent with District policies.
14. Supervises and regularly participates in the hiring and evaluation of faculty and classified staff in programs and departments associated with Continuing Education and Strategic Program Development.
15. Conducts liaison with Student, Administrative, and Business Services, as appropriate.
16. Represents the District as the lead negotiator for all negotiations with the local bargaining unit representing non-credit faculty.
17. Serves on standing and ad hoc committees as assigned.
18. Receives reviews and facilitates resolution for student, faculty or staff complaints.
19. With assistance from the college's Noncredit Matriculation Oversight Committee, develops and implements the District's noncredit matriculation plan.
20. Prepares teaching and staff assignments and determines the schedule of classes for assigned areas.
21. Prepares reports as needed to the Board of Trustees.
22. Performs other duties and coordinates major projects as assigned by the Vice President, Academic Affairs/Assistant Superintendent.

KNOWLEDGE OF:

1. Community college curriculum and the promotion and development of instructional programs.
2. Instructional pedagogy.
3. Learning theory and student characteristics.

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4. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.
5. Budget processes.
6. Interpreting and enforcing faculty and classified collective bargaining contracts.
7. Principles and techniques of supervision and training.
8. Legal and regulatory climate in California community colleges.
9. Program review and evaluation processes.
10. Management skills including planning and development, supervision, budgeting and accounting procedures, public relations techniques.
11. Awareness of community needs and resources.
12. District and state-wide policies and procedures related to assigned areas.

ABILITY TO:

1. Plan, organize, direct and supervise a wide variety of programs.
2. Relate effectively with a wide diversity of student, faculty, staff and community.
3. Work in an atmosphere of collegial decision-making, demonstrate consensus.
4. Communicate clearly both orally and in writing.
5. Interpret and communicate complex policies and procedures.
6. Manage a multi-faceted budget serving both on-campus and off-campus programs and services.
7. Actively participate in a variety of community organizations and events; programs and services.
8. Work within an academic system.
9. Work with community groups and individuals.
10. Utilize existing technical support systems.
11. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Master's Degree or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

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Experience:

Experience in coordinating multiple programs and facilities, including supervision of related support staff. One year of formal training, internship or leadership experience reasonably related to this assignment.

Preferred qualifications:

Familiarity with the California Education Code.

SUPERVISION RECEIVED:

The Dean, Continuing Education and Strategic Program Development reports to the Vice President, Academic Affairs/Assistant Superintendent.

SUPERVISION EXERCISED:

The Dean, Continuing Education and Strategic Program Development supervises faculty, classified support staff, STNC's and student employees in all programs associated with Continuing Education and Strategic Program Development.

Board Approved: June 13, 2006