

ASSOCIATE VICE PRESIDENT, SCHOOL OF CONTINUING EDUCATION

DEFINITION

Under administrative direction, plans, organizes, controls, and provides administrative direction and oversight for all operations and support functions of the School of Continuing Education (SCE) Division, including noncredit instructional programs and services, and contract and community education. Provides leadership and oversight for development, implementation, and analysis of enrollment management strategies, initiatives, and efficiencies. Oversees division-wide accreditation, planning and program development in accordance with mission, goals, and objectives of the College and division. Provides direct support to and coordination among other managers in the SCE Division. Coordinates assigned programs with other College divisions, officials, outside agencies, and the public. Ensures compliance with California Community College shared governance and collegial consultation laws, regulations, and practices; ensures compliance with applicable federal and state laws and regulations, and regional guidelines, including guidance provided by the California Community College Office of the Chancellor; fosters cooperative working relationships among College divisions and divisions and with various public and private groups. Provides highly responsible and complex professional assistance to the Vice President, Instruction in areas of expertise and performs related work as required. Serves as a member of the Instruction Team and coordinates and directs communication, information, resources, and personnel to meet the instructional and student services needs of noncredit and community education programs and enhance the effectiveness of SCE academic programs.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Instruction. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The Associate Vice President position oversees, controls, and directs programs and services of the School of Continuing Education Division, including short- and long-term planning and program development, Accrediting Commission for Community and Junior Colleges (ACCJC) and Western Association of Schools and Colleges (WASC) accreditations, enrollment management, and administration of departmental policies, procedures, and programs. This position provides direct assistance to the Vice President of Instruction in a variety of administrative, management, analytical, and liaison capacities. Responsibilities include developing, implementing, and analyzing enrollment management strategies, coordinating activities of the department with those of other divisions, departments, and outside agencies, and managing and overseeing the complex and varied functions of the SCE Division. The incumbent is accountable for accomplishing Instructional Division planning, goals, and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, organizes, controls and directs noncredit and community education instructional support functions to assist the Vice President in planning, development, and implementation of College processes.
2. Promotes growth and development of contract and community education and noncredit programs that meet regional and local demand of the community and partner agencies.
3. Directly represent the Vice President, Instruction as assigned, including matters relating to regional initiatives.

4. Supports noncredit faculty in creating noncredit pathway opportunities, basic skills interventions, pre-career education, and workforce preparation.
5. Provides administrative leadership and oversight for implementation of enrollment management strategies/initiative/efficiencies with SCE programs. Facilitate development of college noncredit FTES and other targets based on financial and enrollment goals.
6. Promotes effectiveness, efficiency, cooperation, coordination, and communication among SCE departments.
7. Provides leadership and guidance to SCE faculty and staff for the WASC and ACCJC accreditations.
8. Develops, disseminates, and interprets analytical information related to SCE programs, services, and processes and analytics supportive of educational planning, student learning outcomes, enrollment trends, accreditation, and required internal and state/federal external reports and provide and/or oversees training in these areas.
9. Assesses, develops, implements, and evaluates strategies to monitor and improve the quality of SCE educational services. Coordinates the preparation, development, design, composition, and dissemination of SCE class schedules, catalogs, and a variety of other promotional and informational publications and materials.
10. Provides leadership on designated College committees and task force groups in addressing issues of importance to the College.
11. Provides leadership on behalf of the College in regional consortia, and maintain current knowledge of developments and changes affecting these partnerships.
12. Assists in ensuring SCE instructional programs and services comply with established College, state, and federal standards, requirements, laws, codes, rules, regulations, policies, and procedures.
13. Facilitates and enhances governance processes/relationships. Understands and supports the role of faculty in participatory governance as delineated in Education Code and Title 5.
14. Collaborates closely with the Academic Senate in reviewing and monitoring noncredit curriculum for instructional programs and courses to assure compliance with established curriculum standards and Education Code requirements. Provides program analysis, assists in program development, and plans for curriculum additions, modifications, and deletions. Assists faculty in ensuring inclusion of emerging noncredit curriculum standards.
15. Works effectively and engages in advocacy with community groups, educational entities, business, industry, government, and legislative bodies to develop partnerships which result program growth and improves service to the community and SCE students.
16. Maintains current knowledge of new developments and innovations in community colleges, community, and continuing education; recommends changes to maintain relevance of programs and services to meet student and community needs. Plans, implements, and evaluates change with appropriate consultation. Fosters a culture of evidence in support of decision making processes.
17. Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
18. Provides consultation and technical expertise to staff, faculty, administrators, and others concerning College and Division operations and activities; responds to inquiries and provides detailed and technical information concerning division programs, departments, services, curriculum, courses and related matters; assures proper and timely resolution of student, staff, faculty, and administrative issues, complaints, and conflicts.
19. Develops and prepares the annual preliminary budget for assigned categorical programs; monitors and analyzes operations, activities, programs, and courses to determine educational and financial effectiveness and operational efficiency; periodically analyzes and reviews budgetary and financial data; controls and authorizes expenditures related to these categorical program activities.
20. Directs the preparation and maintenance of a variety of records including annual program review, enrollment management, and curriculum; assures that mandated reports are submitted appropriately according to established timelines.

21. Provides technical information and assistance to the Vice President of Instruction regarding instructional services, activities, needs and issues; participates in the formulation and development of policies, procedures and programs.
22. Provides technical guidance and direction for collective bargaining activities as assigned by the position; participates in negotiations with unions and management; maintains confidentiality regarding issues related to negotiations and collective bargaining issues.
23. Attends and conducts various meetings as assigned; serves as a member of the Instruction Team; attends and participates in various advisory boards and committees; prepares and delivers oral presentations concerning SCE programs, courses, services, needs and issues.
24. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assist in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to the Director, Equal Employment Opportunity Programs in Human Resources and other appropriate authority as necessary.
25. Assumes leadership and additional duties within the Division and College as needed.

QUALIFICATIONS

Knowledge of:

1. Successful performance of the work requires knowledge of education policy, and functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas.
2. Noncredit Career Development and College Preparation (CDCP) program development that meets community and District need.
3. College, state and federal standards and requirements governing adult education, noncredit, and community services academic programs.
4. Community College enrollment management processes, including noncredit attendance accounting principles, growth strategies, and apportionment tracking.
5. Instructional techniques and strategies related to SCE instructional departments and courses; Student Learning Outcomes assessment best practices.
6. Process for completing accreditation self-study that adheres to requirements of Accrediting Commission for Schools, Western Association of Schools and Colleges, ACS-WASC, and practices leading school improvement and the achievement of full-accreditation status.
7. Regional and state initiatives impacting noncredit and community colleges, including Strong Workforce Program, Adult Education Program of California, Workforce and Innovation and Opportunity Act, Basic Skills Initiatives, Guided Pathways, Student Success and Support Act, and Student Equity.
8. Principles and practices of effective administration, evaluation, and training.
9. Principles, practices, procedures, and techniques involved in the development and implementation of continuing and community education curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.
10. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
11. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
12. Technical, legal, financial, and public relations issues associated with the management of instructional services and programs.
13. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
14. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

15. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
16. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
17. Modern office practices, methods, and computer equipment and applications.
18. English usage, spelling, vocabulary, grammar, and punctuation.

Skills & Abilities to:

1. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity.
2. Analyzes situations accurately and adopt an effective course of action; plan-prioritize, and organize work; meet schedules and timelines.
3. Makes independent decisions within legal and general policy and regulatory guidelines.
4. Identifies resources and develops grant or special project applications in partnership with Grant's Office.
5. Plans, organizes, coordinates, evaluates, and directs College-wide instructional operations, activities, programs, and services.
6. Coordinates and directs communications, educational planning activities, program development functions, courses, curriculum and information to meet College and student needs and enhance the educational effectiveness of the College.
7. Supervises and evaluates the performance of assigned faculty and staff.
8. Directs and participates in the development, analysis, and implementation of College programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives.
9. Recommends course amendments and curriculum changes as appropriate.
10. Assures proper and timely resolution of student, staff, faculty, department, program and related issues, complaints, and conflicts.
11. Provides consultation and technical expertise concerning College operations and activities.
12. Communicates effectively, both orally and in writing.
13. Directs the maintenance of a variety of reports, records and files related to assigned activities; prepares comprehensive narrative and statistical reports.
14. Develops and implements goals, objectives, policies, procedures, work standards, and internal controls for the departments and assigned program areas.
15. Prepares and administers large and complex budgets; allocates limited resources in a cost-effective manner.
16. Interprets, applies, explains, and ensures compliance with federal, state, and local policies, procedures, laws, and regulations.
17. Plans, organizes, directs, and coordinates the work of management, supervisory, professional, and technical personnel; delegates authority and responsibility.
18. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
19. Conducts effective negotiations and effectively represent the department in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
20. Prepares clear and concise reports, correspondence, policies, procedures, and other written materials.
21. Conducts complex research projects, evaluates alternatives, makes sound recommendations, and prepares effective technical staff reports.
22. Operates modern office equipment including computer equipment and specialized software applications programs.
23. Uses English effectively to communicate in person, over the telephone, and in writing.
24. Understands scope of authority in making independent decisions.

25. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Master's degree from a regionally accredited college or university with major coursework in any academic discipline and five (5) years of increasingly responsible experience involving leadership of instructional services or related programs.

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

This is primarily a sedentary office classification although standing and walking between work areas may be required. Must possess mobility to work in a standard office and classroom setting; operate a motor vehicle and to visit various on and off campus sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment Occasional bending, stooping, kneeling, reaching, pushing, and pulling Ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment and outdoors with exposure to high noise levels and dust and allergens. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.