

**DEAN, CONTINUING EDUCATION AND WORKFORCE DEVELOPMENT**

**DEFINITION**

Under administrative direction, plans, organizes, controls, and provides administrative direction and oversight for all operations, activities, programs, and services of the School of Continuing Education (SCE) and workforce programs and services; oversees community services, division-wide educational planning and program development in accordance with missions, goals, and objectives of the College and Division; coordinates assigned academic departments and programs with other College divisions, departments, officials, outside agencies, and the public; fosters cooperative working relationships among College divisions and departments and with various public and private groups; oversees program reviews, curriculum development, faculty hiring and evaluation; 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, including guidance provided by the California Community College Office of the Chancellor; ensures compliance with College, Division, and departmental policies and procedures; provides highly responsible and complex professional assistance to the Associate Vice President, School of Continuing Education in areas of expertise.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Associate Vice President, School of Continuing Education. 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**

This is a Dean classification that oversees, controls, and directs all academic functions, programs, and activities of the School of Continuing Education and Workforce Development programs, including short- and long-term educational planning and development, and administration of departmental policies, procedures, and programs. This class provides assistance to the Associate Vice President, School of Continuing Education in a variety of administrative, management, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and College functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other divisions, departments, regional partners, and outside agencies and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing division planning, goals, and objectives and for furthering College goals and objectives within general policy guidelines.

**EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Plans, organizes, controls, and directs designated operations, activities, programs, and services of the for the School of Continuing Education; assists in establishing and maintaining division timelines and priorities; ensures related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies, and procedures.
2. Assumes management responsibility for all SCE academic functions, programs, services, and activities.
3. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the division; establishes, within College policy, appropriate budget, service, and staffing levels.
4. Oversees and is responsible for division-wide educational planning and program development, in

- accordance with missions, goals, and objectives of the College and SCE division; oversees administration and monitoring of assigned division programs and services to ensure compliance with established curriculum and content standards and requirements; develops, analyzes, and implements curriculum standards to meet student needs; oversees development and implementation of new courses, programs, and instructional activities.
5. Oversees the coordination of assigned CTE, workforce development, and regional consortium programs to address the needs of students, the community, and local business and industry; oversee a wide range of business, community, state, and federal agencies to develop and promote CTE and Workforce Development programs, both internally and externally.
  6. Participates in the development and administration of the annual budget for the division; oversees budgets in various SCE programs; participates in identification of and application for external grant funding sources, including developing industry and agency partnerships; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
  7. Oversee the research, develop, and review market data as well as other economic indicators to evaluate and identify new programs that are relevant to local economic needs and gather input from advisory committees as needed.
  8. Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with incumbents on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
  9. Oversees the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
  10. Oversees and participates in reviewing faculty curriculum and provides technical advice on changes and modifications to curriculum; works with faculty on curriculum development and transfer articulation proposals; conducts faculty reviews, including four-year probationary evaluation process, class visitations, and administrative evaluations in compliance with applicable laws and regulations, collective bargaining agreement requirements, and College policies and practices.
  11. Oversees programs and coordinates activities to enhance faculty and administrative understanding of education practices, curriculum standards, and instructional needs and strategies related to Continuing Education programs and services to enhance effectiveness.
  12. Participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations.
  13. Coordinates division programs, services, and communications between administrators, faculty, staff, other divisions and departments, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of division activities; provides consultation and technical expertise to SCE administrators, faculty, staff, students, outside agencies, and others concerning division operations and activities; provides detailed and technical information concerning division programs, services, curriculum, and courses.
  14. Oversees and participates in conducting a variety of analytical and operational studies regarding division and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations; ensures mandated reports are submitted according to established timelines.
  15. Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the School of Continuing Education.
  16. Attends and participates in professional group meetings and various College committees and advisory boards; stays abreast of new trends and innovations related to the area of assignment.
  17. Directs and facilitates the preparation and maintenance of a variety of records and division files.

18. Monitors changes in laws, regulations, and technology that may affect College or division operations; implements policy and procedural changes as required.
19. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Associate Vice President, School of Continuing Education.
20. Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
21. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), as provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
22. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
23. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
2. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
3. Principles and practices of incumbent supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
4. Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of curriculum standards and instructional programs, services, plans, strategies related to School of Continuing Education programs and services.
5. Standards, requirements, assessments, and strategies related to noncredit student success and support programs.
6. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
7. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
8. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
9. Modern office practices, methods, and computer equipment and applications.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socioeconomic and ethnic groups.

**Skills & Abilities to:**

1. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the Division and assigned program areas.
2. Prepare and administer budgets; allocate limited resources in a cost effective manner.
3. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
4. Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
5. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
6. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
7. Effectively administer a variety of Divisional programs, projects, and administrative activities. Effectively represent the College and the Division in meetings with various educational, business, professional, regulatory, and legislative organizations.
8. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
9. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
10. Establish and maintain a variety of filing, record keeping, and tracking systems.
11. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
12. Operate modern office equipment including computer equipment and specialized software applications programs.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. 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 OR a valid California credential that authorizes services as a community college administrator and five (5) years increasingly responsible experience involving leadership of instructional programs and services.

**Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

**ENVIRONMENTAL ELEMENT**

Incumbents work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing Divisional policies and procedures.