

Job Description	
Title:	Provost
Unit:	Executive Management
Range:	1
Synopsis:	New Position
Rational	As part of the approved restructure within School of Continuing Education, this position has been created.
Incumbent	Vacant

PROVOST

DEFINITION

As the College's Continuing Education leader, the Provost plans, organizes, coordinates, and directs the educational and support programs and activities of the School of Continuing Education in accordance with the District plan and the policies of the Board of Trustees; serves as the critical link between the President, Board of Trustees, and continuing education stakeholders on noncredit and community services issues. The Provost participates in college-wide governance through the College's shared governance structure and as a member of President's Cabinet. The Provost leads a team of Deans, Associate Deans, and Directors who support the work for which the position is responsible.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the College President. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This executive management classification plans, organizes, manages, provides direction and oversight, and participates in planning and developing of the School of Continuing. The incumbent organizes, manages, and is responsible for providing professional-level support to the College in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of federal and state education policy, knowledge of College functions and activities, career education policies, regional adult education and Local Workforce Development plan, and the ability to develop, oversee, and implement projects, and programs in a variety of areas. This class is distinguished from the College President in that the latter has overall responsibility for all functions of the College and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assists in leading the College in the full range of administrative and governance roles including budget, strategic planning, accreditation, board policies and administrative procedures, personnel decisions, labor relations, community and legislative advocacy, facilities planning, equity and diversity, and marketing and public relations.
2. Leads the School of Continuing Education Western Association of Schools and Colleges (WASC) accreditation review to ensure ongoing and timely compliance with accreditation standards and overall school improvement.
3. Leads and assumes overall responsibility for department programs, services, activities, budget preparation and control, development and writing of policy under School of Continuing Education.
4. Leads School of Continuing Education with institutional effectiveness through the maintenance of institutional program review and strategic planning processes.
5. Develops and oversees the College's noncredit enrollment management plan and assumes responsibility for managing scheduled noncredit classes to meet the College's enrollment targets.
6. Leads the School of Continuing Education faculty and staff to collaborate with College stakeholders and community partners in establishing and sustaining local and regional workforce development activities.

7. Oversees initiatives as assigned including but not limited to competency-based education, instruction team role in Student Equity and Achievement Program, Chancellor's Office attendance accounting, and California Adult Education and Strong Workforce Regional Collaborative.
8. Collaborate with various stakeholders, constituent groups, committees, labor unions, and shared governance groups to ensure the success of programs and students; represent the College in regional consortia.
9. Oversees the implementation changes to federal, state, local, and District policy; analyzes and evaluates compliance ensuring effectiveness.
10. Promotes growth and development of contract and community education that meet regional and local demand of the community, employers, and partner agencies.
11. Leads noncredit faculty and staff in implementing pathways to credit programs and employment for students.
12. Ensures College compliance with all local, state and federal regulations on noncredit instruction and noncredit student support, as well as related policies and procedures.
13. Leads advocacy for noncredit and community services students and programs through ongoing communication with state Chancellor's Office staff, educational partners, federal and state legislators, and government agencies.
14. Support noncredit faculty with development of curriculum development, review, and revision in collaboration with the Academic Senate.
15. Oversees School of Continuing Education annual budget; directs the forecast of additional funds needed; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary. Provide leadership for the Academic Support Centers alignment in collaboration with Instruction Division managers, including infrastructure and noncredit technical support.
16. Provides leadership for and builds effective relationships strengthen and expand support programs and resources ensuring a diverse, equitable, and inclusive practices in serving students and hiring employees.
17. Selects, motivates, and evaluates assigned personnel; works with employee on performance; makes decisions regarding discipline; assess training needs utilizing staff and managers in other divisions to understand and receive training in various areas.
18. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
19. Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and District policies. Assists in addressing discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to Human Resources.
20. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. The Community College role in higher education, including the mission of the California Community Colleges
3. Regulations and processes for development and review of noncredit curriculum.

**Board Approved NEW
FLSA: EXEMPT**

4. Understanding of and sensitivity to meeting the needs of diverse academic, socioeconomic, cultural, linguistic, disability and ethnic backgrounds of students, community members and employees.
5. Enrollment management principles; credit and noncredit attendance accounting processes and systems.
6. Processes and procedures for faculty recruitment, evaluation, and professional development and implementation of negotiated agreements.
7. Relationship of other educational systems (e.g., K-12, adult education, and universities, to the community college and noncredit programs).
8. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
9. Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
10. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
11. Operation of a computer, a variety of assistive devices, mobile devices, and assigned software.
12. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
13. Record-keeping principles and procedures.
14. Modern office practices, methods, and computer equipment and applications related to the work.
15. Accreditation standards and institutional reporting processes related to accreditation
16. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
17. 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, various socioeconomic, and ethnic groups.

Skills and Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion and anti-racism in recruitment and retention of faculty and staff.
2. Articulate and communicate the college's vision and commitment to creating equity, diversity, inclusion and anti-racism academic and work environment.
3. Create and execute resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist academic and work environment
4. Establish and maintain cooperative and effective working relationships with others, including those from a diverse academic, socioeconomic, cultural, ability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.
5. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
6. Develop a program budget within state and local constraints.
7. Enhance student access to academic programs through appropriate schedule management and regular review of program effectiveness.
8. Represents the assigned departments to other College divisions and departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues
9. Coordinate planning efforts for all components of a complex and dynamic team.
10. Provide leadership in the identification and measurement of student outcomes to improve learning opportunities for students.

11. Plan and implement new academic programs and learning support services to maximize student success.
12. Advocate for shared governance and promote collegiality, staff cohesiveness, and the core values of the institution.
13. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority.
14. Oversees the noncredit development of college publications such as the college catalog, class schedule, and related academic publications.
15. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
16. Communicate effectively in person, over the telephone, and in writing.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
18. Learns and applies emerging technologies and methods, as necessary, to perform duties in an efficient, organized, and timely manner.

Education and Experience:

Master's degree or higher from a regionally accredited college or university with major coursework in any academic discipline and three (3) full-time equivalent years of increasingly responsible administrative experience in higher education at the dean level or higher and college-level teaching.

Desirable Qualifications:

Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

OR

Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically 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 ELEMENTS

Incumbents work in an office 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 departmental policies and procedures.