



School of Continuing Education

To: Dr. Bill Scroggins
From: Madelyn Arballo
Date: February 25, 2023
Subject: School of Continuing Education (SCE) Re-structure

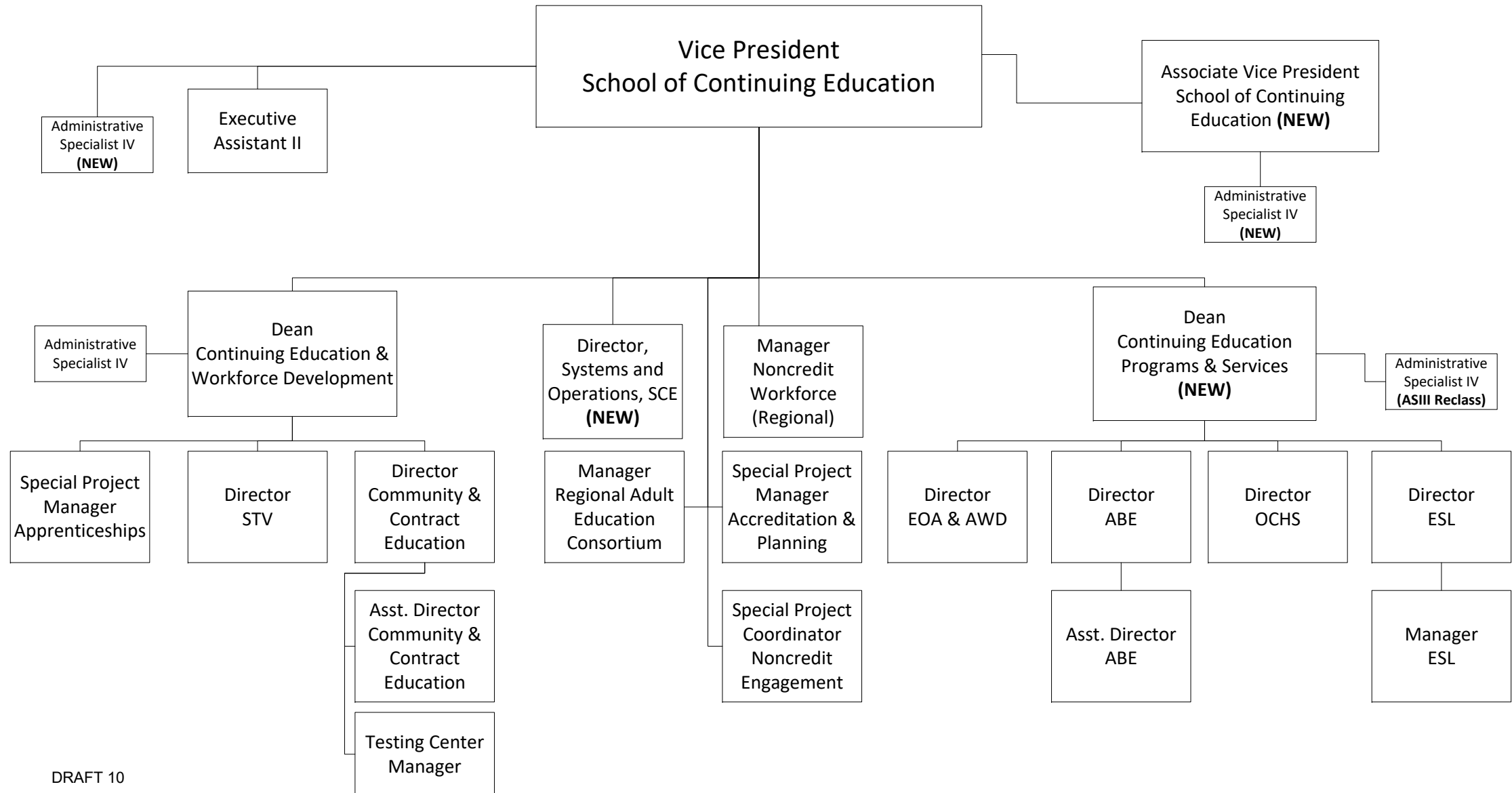
The documents attached are in response to our previous conversation about SCE reorganization. Included are:

- Proposed SCE Organizational Re-structure
- 2022-23 NRA 14 prioritized requests
- Job descriptions for the new positions
- Budget projections (generated by Fiscal Services)*

**Dean, SCE included but figures for other positions provided by Fiscal Services. Back-up documents to follow.*

Thank you for your support for the School of Continuing Education.

MT. SAN ANTONIO COLLEGE
School of Continuing Education Team



2022-23 NEW RESOURCE ALLOCATION REQUESTS - PRIORITIZED SUMMARY

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: SCHOOL OF CONTINUING EDUCATION

To Be Completed By Departments									To Be Completed When President's Cabinet Makes Final Decision		
Priority Number	Division	Department-Org/Department's Contact	Description	Justification of Need	One-time	Ongoing	Total Requested	Strategic Goals	Outcome (President's Cabinet Funding Decision)	Funding Source	Comments
1	SCE	SCE/Arballo	Reclass SCE Division Dean from Associate Dean M-19 to M-21	Replacement position for retired SCE Associate Dean. Position is needed instead for higher level management and leadership responsibilities brought on by significant growth in enrollment and changes in noncredit instruction, student services, advocacy, and planning. It is projected that in 23-24 there will be an increase of 300 NC FTES totaling \$1.84M in revenues, which will cover this ongoing increase as well as the two other requested positions		14,435	14,435	1,3,4,6			
2	SCE	SCE/Arballo	Associate Vice President, SCE (New Position) - M-23	High level support and leadership in SCE including campus engagement, DEISAA and growth in programs; represents SCE in the absence of the Vice President, SCE. Projected growth in apportionment will more than support this position which will help expand noncredit and community education services		267,575	267,575	1,3,4,6			
3	SCE	SCE/Arballo	Director, Systems and Operations, School of Continuing Education (New Position) - M-15	SCE compliance and reporting grew significantly in the past 3 years. SCE is in need of higher level of responsibility and expanded oversight for federal, state, and local compliance and reporting. Forfeited \$357,000 in NRA 14 funds for Special Project Manager but this position is needed instead. Apportionment increases will more than cover the cost of position. Total cost of position is \$216,641 but SCE will cover \$35,000 from WIOA II, so total funding request is \$181,641		181,641	181,641	4,6			
					\$ -	\$ 463,651	\$ 463,651				

**MT SAN ANTONIO COLLEGE
FY 2022-23 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH	RANGE	STEP	TOTAL MONTHS	TITLE	FUND	ACCOUNT PERCENT	FY 22-23	Funding Source
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From:

FY 22-23 Budget of Original Position:

MA9964	1.000	MN	19	3	12	Assoc Dean, Cont Ed Prog & Ser	11000	100.00%	226,788	UGF
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To:

FY 22-23 Reclassification of Original Position:

1.000	MN	21	3	12	Dean, School of Continuing Ed*	11000	94.02%	226,788	UGF
1.000	MN	21	3	12	Dean, School of Continuing Ed*		5.98%	14,435	Unknown Funding
							100.00%	241,223	

Total additional cost to reclassify position MA9964 to Dean, School of Continuing Ed.	\$	14,435	Unknown Funding
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**Position title is subject to change*

DEAN, CONTINUING EDUCATION PROGRAMS AND SERVICES

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; oversees department-wide educational planning and program development in accordance with missions, goals, and objectives of the District and department; coordinates assigned academic programs with other District divisions, departments, officials, outside agencies, and the public; fosters cooperative working relationships among District divisions and departments and with various public and private groups; provides highly responsible and complex professional assistance to the Vice President, School of Continuing Education in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, School of Continuing Education. Exercises general direction and supervision over 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 departments, programs, and activities of the School of Continuing Education, including short- and long-term educational planning and development, and administration of SCE policies, procedures, and programs. This class provides assistance to the Vice President, 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 SCE with those of other divisions, departments, and outside agencies and managing and overseeing the complex and varied functions of SCE. The incumbent is accountable for accomplishing SCE planning, and the development of goals and objectives that further College goals and objectives within general policy guidelines

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assumes full management responsibility for all School of Continuing Education (SCE) academic functions, programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for SCE; establishes, within College policy, appropriate budget, service, and staffing levels.
- Oversees and is responsible for SCE educational planning and program development in accordance with missions, goals, and objectives of the College and SCE; oversees administration and monitoring of assigned SCE programs and services to ensure compliance with established noncredit curriculum and content standards and requirements; develops,

analyzes, and implements noncredit curriculum standards to meet student needs; oversees development and implementation of new noncredit courses, programs, and instructional activities

- Facilitates effective noncredit scheduling and enrollment strategies.
- Collaborates in the development and oversight of grant funded programs and services.
- Oversees the coordination of communications, personnel, resources, noncredit curriculum, schedules, and information to meet the instructional needs of SCE and enhance the educational effectiveness of assigned noncredit programs and services.
- Manages, develops, and administers SCE's annual budget; 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.
- Selects, trains, motivates, and directs SCE personnel; evaluates and reviews work for acceptability and conformance with SCE 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.
- Oversees the overall quality of SCE'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.
- Conducts faculty review, including four-year probationary evaluation process, class visitations, and administrative evaluations.
- Oversees noncredit programs and services to enhance faculty and administrative understanding of education practices, noncredit curriculum standards, and instructional strategies related to SCE programs and services.
- Oversees and participates in reviewing noncredit faculty curriculum and provides technical advice on changes and modifications to curriculum.
- Oversees and participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; provides technical training to faculty on SLO development and assessment procedures and guidelines; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment for all courses and programs within SCE.
- Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning SCE operations and activities; provides detailed and technical information concerning noncredit programs, services, and noncredit curriculum and courses.
- Coordinates SCE 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 SCE activities.
- Oversees and participates in conducting a variety of analytical and operational studies regarding SCE programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Ensures mandated reports are submitted according to established timelines.
- Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the School of Continuing Education.
- 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.

- Directs and facilitates the preparation and maintenance of a variety of records and SCE files.
- Monitors changes in laws, regulations, and technology that may affect College or SCE operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, School of Continuing Education.
- Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
- 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. 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.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of SCE projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of noncredit curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives.
- Noncredit curriculum standards, requirements, and assessments related to SCE programs and services.
- Instructional techniques and strategies related to SCE programs and services.
- Standards, requirements, assessments, and strategies related to noncredit student success and support programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned noncredit programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public,

vendors, students, and District staff, including individuals of various ages, disabilities, socioeconomic and ethnic groups.

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for SCE and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations, particularly related to adult education.
- Plan, organize, direct, and coordinate the work of professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques. Effectively administer a variety of SCE programs, projects, and administrative activities.
- Effectively represent the District and SCE in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing. Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Master's degree from a regionally accredited college or university with coursework in any academic discipline OR a valid California credential that authorizes services as a community college administrator and five (5) years increasingly responsible management experience related to administrative assignments, including teaching experience.

Master's degree from a regionally accredited college or university in one of the business disciplines is preferred.

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 District 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

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

ASSOCIATE VICE PRESIDENT, SCHOOL OF CONTINUING EDUCATION

DEFINITION

Under the administrative direction of the Vice President, School of Continuing Education (SCE), and in support of the School of Continuing Education, the Associate Vice President provides leadership and oversight for the analysis, development, implementation, and evaluation of noncredit and community education strategies, initiatives, and efficiencies. Plans, organizes, and provides administrative direction and oversight of assigned operations and support functions of the School of Continuing Education. Coordinates assigned programs and services with other College divisions, departments, officials, outside agencies, and the public. Fosters cooperative working relationships among College departments and with various public and private groups. Provides highly responsible and complex professional assistance to the Vice President, SCE in areas of expertise and performs related work as required. Directly represent the Vice President when assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the 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

The Associate Vice President classification oversees, directs, and participates in all programs, including planning and development, and administration of policies, procedures and services of the School of Continuing Education. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility and for providing professional level support to the Vice President, SCE, in a variety of areas. The incumbent is accountable for accomplishing division planning, goals, and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plan, organize, and direct School of Continuing Education support functions to assist the Vice President, School of Continuing Education in planning, development, facilities, and implementation of College processes.
2. Provides leadership in department-wide planning and program development in accordance with the mission, goals, and objectives of the College and the School of Continuing Education.
3. Provides administrative leadership and oversight for assigned areas in School of Continuing Education; promotes effectiveness, efficiency, cooperation, coordination, and communication among departments and all constituencies within the School of Continuing Education.
4. Provides technical information and assistance to the Vice President, regarding the School of Continuing Education needs and issues.
5. Provides administrative leadership, collaborates, and participates in College academic support alignment and expansion.
6. Promotes growth and development of contract and community education and noncredit programs that meet regional and local demand of the community and partner agencies.
7. Oversees and participates in the School of Continuing Education's activities for Diversity, Equity, Inclusion, Social Justice, Anti-Racism, and Accessibility.
8. Provides administrative leadership and oversight for student services and basic needs support for noncredit students.
9. Supports the development of noncredit pathways, basic skills development, career education, and workforce preparation for adult learners.

10. Develops, disseminates, and interprets analytical information related to School of Continuing Education programs, services, facilities, processes, and analytics supportive of educational planning, student learning outcomes, enrollment trends, WASC accreditation, and required internal and state/federal external reports and provide and/or oversees training in these areas.
11. Coordinates the preparation, development, design, composition, and dissemination of School of Continuing Education class schedules, catalogs, and a variety of other promotional and informational publications and materials.
12. Provides leadership on designated College committees and task force groups in addressing issues of importance to the College.
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 noncredit faculty and 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.
15. 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.
16. Provides consultation and technical expertise to staff, faculty, administrators, and others concerning College and School of Continuing Education operations and activities; responds to inquiries and provides detailed and technical information concerning SCE programs, departments, services, curriculum, courses and related matters; assures proper and timely resolution of student, staff, faculty, and administrative issues, complaints, and conflicts.
17. Attends and conducts various meetings as assigned; attends and participates in various advisory boards and committees; prepares and delivers oral presentations concerning School of Continuing Education programs, courses, services, needs and issues.
18. 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.
19. 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, including noncredit distance education and competency-based education that meets community and District need.
3. College, state and federal standards and requirements governing adult education, noncredit, and community services programs.
4. Community College enrollment management processes, including noncredit attendance accounting principles, growth strategies, and apportionment tracking.
5. Noncredit and Community Services student population, learning needs, and services.
6. Instructional techniques, student learning outcomes, and strategies related to School of Continuing Education departments and courses.
7. Process for completing accreditation self-study that adheres to requirements of Accrediting Commission for Schools, Western Association of Schools and Colleges, ACS-WASC.
8. Regional and state initiatives impacting noncredit and community colleges, particularly those affecting underrepresented students.

9. Principles and practices of effective administration, evaluation, and training.
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 noncredit and community.
13. 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.
14. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
15. Modern office practices, methods, and computer equipment and applications.
16. English usage, spelling, vocabulary, grammar, and punctuation.

Skills & Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, and anti-racism in recruitment and retention of staff.
2. Articulate and communicate the College's and School of Continuing Education vision and commitment to creating an equitable, diverse, inclusive, and anti-racist 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. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
5. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
6. Must be able to keep a professional balance of mandated requirements and employee needs in a complex and demanding environment that is deadline and compliance oriented along with complying with various collective bargaining contracts.
7. Must be able to develop a system of communication internally and externally to keep employees apprised of changes and a forum for collaboration.
8. Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
9. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
10. Conduct effective negotiations and effectively represent the College and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
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. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13. Communicate effectively through various modalities.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understand scope of authority in making independent decisions.
15. 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 three (3) years of increasingly responsible experience involving leadership of continuing education or related programs.

Desired Experience:

1. Direct oversight at a dean or director level of continuing education programs and departments.
2. Previous experience with accreditation processes, including development of self-study, evidence collection and organization, and related reports.
3. General understanding of various facets of information technology, student data systems, and knowledge of learning management support systems.
4. Experience in program accountability and measurement, outcomes assessment, strategic planning, and research specifically related to continuing education, persistence and retention, and programs and services designed to serve diverse student populations.
5. Demonstrated support for faculty and staff professional development.

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.

Board Approved XXXXXXXX
FLSA: EXEMPT

DIRECTOR, SYSTEMS AND OPERATIONS, SCHOOL OF CONTINUING EDUCATION

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for a variety of complex functions, processes, and activities in the School of Continuing Education (SCE) including enrollment management, division registration processes, collection and reporting of state and federal noncredit student and program compliance data; coordinates assigned activities with other College divisions and departments, officials, and outside agencies; provides highly responsible and complex professional assistance to the Vice President, School of Continuing Education.

SUPERVISION RECEIVED AND EXERCISED

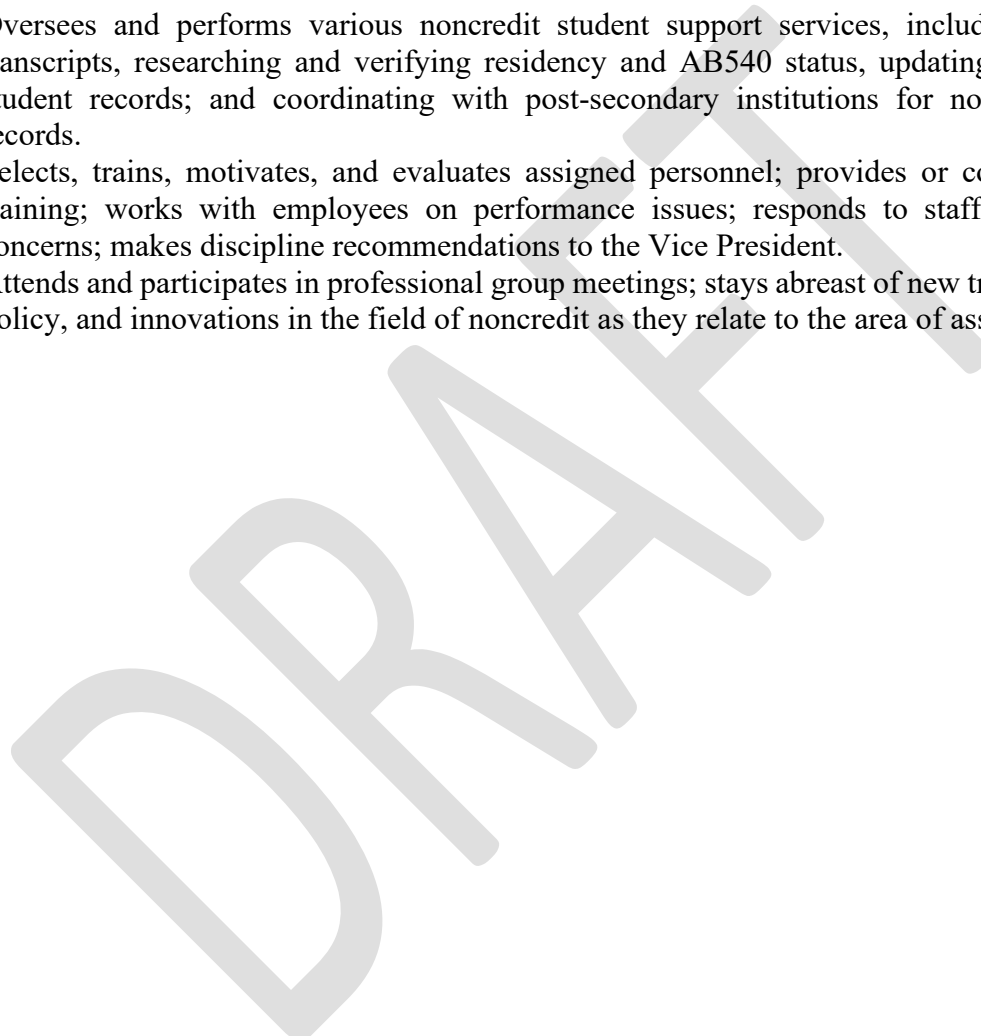
Receives general direction from assigned managerial personnel. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a Director classification that oversees, directs, and participates in complex activities of the School of Continuing Education, including short- and long-term planning and development and administration of departmental policies, procedures, and services. This class provides assistance to the Vice President, School of Continuing Education in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy, particularly noncredit 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 SCE activities with those of other divisions and departments and outside agencies, and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing SCE Division Office planning and operational goals and objectives and for furthering College goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Assumes oversight for SCE for compliance, reporting, and mandated data submissions including college, state, and federal reporting; ensures quality control to ensure accurate and timely submissions;
2. Leads noncredit enrollment and related student support functions, including noncredit student application, registration, scheduling, student records, attendance, and noncredit transcripts;
3. Evaluates and improves the efficiency and effectiveness of enrollment management; assumes responsibility for integrity of enrollment functions; participates in enrollment audits for noncredit programs; directs the implementation of improvements.
4. Serves as the SCE consultant on external adult education student data systems with the Information Technology department, including technical consultation, problem solving, and support.
5. Monitors enrollment patterns, efficiency and growth targets, and generates current weekly and semester attendance records; analyzes and ensures integrity of noncredit data, including

- programs with state and federal certifications; provide support for related training.
6. Coordinate with campus departments to ensure accurate submission of noncredit data for the College's Apportionment Attendance Report (CCFS-320) and MIS student, course, and program-level data.
 7. Ensure accurate scheduling, contact hours, faculty load, attendance collection, and maintains Title 5 compliance on apportionment for noncredit supervised tutoring courses;
 8. Responsible for noncredit Special Admit process and compliance; coordinate with campus Admissions and Records and Information Technology Department on noncredit admit enrollment and registration.
 9. Manages state and federal budgets in the School of Continuing Education and recommends cost effective strategies, including exploring available grant funds for maintaining program services.
 10. Oversees and performs various noncredit student support services, including processing transcripts, researching and verifying residency and AB540 status, updating and adjusting student records; and coordinating with post-secondary institutions for noncredit student records.
 11. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; responds to staff questions and concerns; makes discipline recommendations to the Vice President.
 12. Attends and participates in professional group meetings; stays abreast of new trends, trainings, policy, and innovations in the field of noncredit as they relate to the area of assignment.
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QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of noncredit programs, attendance collection, and noncredit student outcomes.
- Student Information Systems, including noncredit specific computing systems
- California Adult Education Program (CAEP) and Workforce Innovation and Opportunity Act (WIOA II) policy, computing system, metrics, reporting and compliance requirements
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Noncredit admissions and records rules and procedures in the School of Continuing Education
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to noncredit students and programs, including federal Title II and state Title 5 regulations and California Education Code.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio- economic and ethnic groups.

Skills & Abilities to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Interpret, apply, explain, and ensure compliance with noncredit Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of assigned personnel.
- Select, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate effective student and program data and records.
- Effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- 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.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from a regionally accredited college or university and (2) years administrative or management experience in continuing education programs and processes.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must be either citizen or legal permanent resident of the United States and be able to provide appropriate documentation of status.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District 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. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

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