

Job Description	
Title:	Associate Vice President, School of Continuing Education
Unit:	Management
Range:	23
Committee Review:	3/20/2023
Synopsis:	New Position
Rational	School of Continuing Education is going through a reorganization. The work outlined in the job descriptions is part of a new management position requiring specific oversight.
Incumbent	New Position

ASSOCIATE VICE PRESIDENT, SCHOOL OF CONTINUING EDUCATION

DEFINITION

Under the administrative direction of the Vice President, School of Continuing Education, and in support of the School of Continuing Education (SCE), the Associate Vice President provides leadership and oversight for the analysis, development, implementation, and evaluation of noncredit and community education strategies, initiatives, and efficiencies.

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 SCE programs, including planning and development, and administration of policies, procedures, and services. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility and providing professional-level support to the Vice President, School of Continuing Education, 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. Plans, organizes, and directs SCE support functions to assist 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 administrative leadership, collaborates, and participates in College academic support alignment and expansion.
5. Promotes growth and development of contract and community education and noncredit programs that meet regional and local demands of the community and partner agencies.
6. Oversees and participates in the School of Continuing Education's activities for

Diversity, Equity, Inclusion, Social Justice, Anti-Racism, and Accessibility.

7. Provides administrative leadership and oversight for student services and basic needs support for noncredit students.
8. Supports the development of noncredit pathways, basic skills development, career education, and workforce preparation for adult learners.
9. 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.
10. 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.
11. Provides leadership on designated College committees and task force groups in addressing issues of importance to the College.
12. Facilitates and enhances governance processes/relationships. Understands and supports the role of faculty in participatory governance as delineated in Education Code and Title 5.
13. 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.
14. 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.
15. Provides consultation and technical expertise to staff, faculty, administrators, and others concerning College and School and 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.
16. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
17. Prepares and delivers DEISAA minded presentations related to assigned areas as required.
18. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
19. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
20. Implements, enforces, supports, and abides by federal, state, local policies, Board and Administrative policies and procedures.
21. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection

Committees and mandated trainings as required.

22. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
3. Successful performance of the work requires knowledge of education policy, functions and activities, and the ability to develop, oversee, and implement projects and programs in a variety of areas.
4. Noncredit Career Development and College Preparation (CDCP) program development, including noncredit distance education and competency-based education that meets community and College needs.
5. College, state, and federal standards and requirements governing adult education, noncredit, and community services programs.
6. Community college enrollment management processes, including noncredit attendance accounting principles, growth strategies, and apportionment tracking.
7. Noncredit and community services student population, learning needs, and services.
8. Instructional techniques, student learning outcomes, and strategies related to School of Continuing Education departments and courses.
9. Process for completing accreditation self-study that adheres to requirements of Accrediting Commission for Schools, Western Association of Schools and Colleges, ACS-WASC.
10. Regional and state initiatives impacting noncredit and community colleges, particularly those affecting underrepresented students.
11. Administrative principles and practices, including goal setting, program development, implementation, evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
12. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
13. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
14. Technical, legal, financial, and public relations issues associated with the management of noncredit and community.
15. Modern office practices, methods, and computer equipment and applications related to the work.
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 interacting with the public, vendors, students, and College staff, including individuals of various

ages, disabilities, socio-economic, and ethnic groups.

Skills & Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty and staff.
2. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
4. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
5. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
6. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
7. Maintain 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.
8. Develop a system of communication internally and externally to keep employees apprised of changes and a forum for collaboration.
9. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
10. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
11. 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.
12. 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.
13. Establish and maintain a variety of filing, record-keeping, and tracking systems.
14. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
15. Communicate effectively through various modalities.
16. 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.
17. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Master's degree from a regionally or nationally accredited college or university with

- major coursework in any academic discipline; or
- 2. Valid California credential that authorizes services as a community college administrator; and
- 3. Three (3) years of increasingly responsible experience involving leadership of continuing education or related programs.

Desired Qualifications:

- 1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
- 2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).
- 3. Direct oversight at a dean or director level of continuing education programs and departments.
- 4. Previous experience with accreditation processes, including the development of self-study, evidence collection and organization, and related reports.
- 5. General understanding of various facets of information technology, student data systems, and knowledge of learning management support systems.
- 6. 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.
- 7. Demonstrated support for faculty and staff professional development.

Licenses and Certifications:

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

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.