

MT. SAN ANTONIO COLLEGE – HUMAN RESOURCES
REQUEST TO FILL – STAFF and ADMINISTRATIVE POSITIONS

(Instructions for completing this form begin on page 2)

☐ Classified ☐ Confidential ☒ Administrative ☐ Temp Special Projects Administrator (see [AP 7135](#))

A

Position: Acting Associate Dean, Dual Enrollment FTE (%): 1.0
Division: Student Services Department: Vice President's Office
Term (month/year): 12 months/yr ☐ Salary Schedule (Range): M19
Work Schedule (Days, Hours): Mon-Fri 8:00 a.m. - 5:00 p.m.

B

Previously Budgeted Position - Vacant (Incumbent Separated/Separating)

Incumbent name: Kylie Campbell Last date of employment: 11/17/2023
Reason for vacancy: Separation

Newly or Previously Budgeted Position - Never Filled

Fiscal Year Budget Approved: 2023-2024 Budget Source (e.g., NRA, Grant Name): General Fund

C

Rationale/Operational need for and consequence of not, filling this position (attach additional page(s) if needed):

attached

Area Vice President Initials: Melba Castro Digitally signed by Melba Castro
Date: 2024.04.17
10:11:43 -0700

D

Budget information to fund this position: -601000-1200

Account Number: 11000-394000-121000-000000 Amount: 100 % \$ 241,674
Account Number: _____ Amount: _____ % \$ _____
Fund(check all that apply): ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding.
Duration (grant/temporary funded): Beginning date: _____ End date: _____
Comments / Please list any changes in the budgeted position (e.g. title, FTE, Term, etc.): _____

Fiscal Use Only: ☒ Funding available ☐ Funding not available | Position # MAT978 Contract # 121072

E

Signatures - print/sign/date (to be completed in numerical order):

1. Requesting Manager:	<u>Melba Castro</u>	<u>Melba Castro</u>	Digitally signed by Melba Castro Date: 2024.04.17 09:12:01 -07'00'	<u>4/17/24</u>
2. Division Vice President:	<u>Melba Castro</u>	<u>Melba Castro</u>	Digitally signed by Melba Castro Date: 2024.04.17 09:12:19 -07'00'	<u>4/17/24</u>
3. Manager, Recruitment Svcs.:	<u>Stacy Manfredi</u>	<u>Stacy Manfredi</u>	Digitally signed by Stacy Manfredi Date: 2024.04.17 15:40:53 -07'00'	_____
4. Chief Compliance/Budget Officer:	<u>Rosa Royce Delana Miller</u>	<u>Delana Miller</u>	Digitally signed by Delana Miller Date: 2024.04.19 12:26:35 -07'00'	<u>04/19/2024</u>
5. Vice President, Human Resources:	<u>Sokha Song</u>	<u>Sokha Song</u>		<u>04/19/2024</u>

Reviewed by the President's Cabinet, the following action was taken on the above request:

☒ Approved to fill immediately ☐ Approved to fill (enter date) _____ ☐ Denied

6. President/CEO: Dr. Martha Garcia Martha Garcia April 16, 2024

ASSOCIATE DEAN, DUAL ENROLLMENT

DEFINITION

Under the administrative direction, the Associate Dean, Dual Enrollment provides leadership and oversight to plan, administer, enhance, and expand the Dual Enrollment Program. Working collaboratively with the Instructional Leadership Team, the Associate Dean, Dual Enrollment facilitate the offering of programs, pathways, and courses to enable student progress toward their educational goals. The Associate Dean, Dual Enrollment will strengthen relationships with high school and district partners to increase dual enrollment by assessing the needs of dual enrollment students and school districts. Working with external and internal partners, the Associate Dean will assess marketing, recruitment, and engagement needs and develop responses to meet the needs of high schools and districts and grow dual enrollment and participate in the development and implementation of strategies that promote student completion across equity groups especially groups that are historically underrepresented in higher education.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from assigned managerial personnel. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is an Associate Dean classification that assists in overseeing, controlling, and directing all activities of the Instruction Department, including planning and development and administration of departmental policies, procedures, and programs. This class provides assistance in a variety of administrative, coordinative, 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 department with those of other divisions and departments and assisting in managing and overseeing the complex and varied functions of the department. This class is distinguished from the Associate Vice President, Instruction in that the latter has overall management responsibility for all department academic programs, functions, and activities, for accomplishing departmental planning and operational goals and objectives, and for furthering College goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Lead and manage the expansion, development, and implementation of Dual Enrollment Program; manage and provide vision for and expertise in dual enrollment models course articulation agreements, and dual enrollment to the campus, local schools, and community
2. Establish and sustain productive relationships with local school districts and community partners; develop relationships within and outside of the College to develop and sustain student recruitment and outreach partnerships; work with

administrators and counselors at schools in the district and within the College to deepen stakeholder partnerships across sectors.

3. Develop and manage recruitment efforts with Student Services and academic departments and divisions; ensure planning and implementation of strategies to meet the College's enrollment goals; participate in recruitment and informational events in the community and on campus.
4. Conduct needs assessment specific to dual enrollment, concurrent enrollment, and early college programs in collaboration with local schools and districts.
5. Contributes to the overall quality of the department's service by developing, reviewing, and implementing procedures to meet legal requirements 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.
6. Develop, implement, and assess processes and strategies to support at all levels, dual enrolled students to promote the growth, development, marketing, and administration of the Dual Enrollment Program, including the development and dissemination of guidelines for faculty, schools, students, and academic departments and divisions.
7. Oversee the development of class schedule for each school site by collaborating with academic departments and divisions; ensure coordination of support services to faculty at high school sites.
8. Oversee the development and delivery of orientation activities for students and faculty in accordance with college policies and procedures.
9. Assess and review Dual Enrollment Program in the annual program review process; recommend data-driven improvements for effectiveness demonstrating collaborative and data-driven decision making in the program review and improvement process.
10. Selects, trains, motivates, and directs the assigned 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 procedures; responds to staff questions and concerns.
11. Collaborates to develop and implement effective recruitment marketing strategies related to college and Dual Enrollment Program, publications, distribution of brochures, catalogs, schedule of classes, and other recruitment materials; making presentations at schools, districts, and community events.
12. Directs and assists in overseeing the development, preparation, review, and analysis of the departments budgets and related documents to ensure proper allocation, fund disbursement, and compliance with legal requirements; evaluates and projects actual income and expenditures to determine budget requirements; controls and authorizes capital spending, contracts, and various other expenditures; monitors spending to ensure compliance with established limitation; seek additional funding sources and initiate and administer grants as appropriate.
13. Coordinates with the Research and Institutional Effectiveness and other appropriate groups to meaningfully set metrics and collect, analyze, recommend, and disseminate institutional qualitative and quantitative data to measure the progress of dual enrollment students and the program.
14. Ensures student equity and student success-related issues are an integral aspect of all institutional initiatives and strategic planning; reports on the summative and

cumulative progress of all established efforts and initiatives, and advises and engages the President's Cabinet in strategies to meet goals and address issues.

15. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
16. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
17. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
18. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
19. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
20. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
21. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. California Community College and K-12 Dual Enrollment regulations and guidelines.
3. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations of the Instructional Services unit.
4. Best practices in addressing educational disparities among various student groups, especially instructional interventions based on the specific orientation and backgrounds of a diverse group of students.
5. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
6. Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
7. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
8. Principles and procedures for the development and implementation of program review, curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives.
9. Principles and procedures of record keeping, technical report writing, and preparation of reports, correspondence, and presentations.
10. Effective communication, mentoring, coaching, and conflict resolution strategies.
11. Operations of educational systems, including K-12 and 4-year universities.
12. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

13. 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, various socio-economic, and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Recommend and implement goals, objectives, and practices for providing effective and efficient services.
5. Evaluate and develop improvements in operations, procedures, policies, or methods.
6. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
7. Design training programs, documentation, and deliver presentations on a variety of related topics.
8. Plan and coordinate complex and interrelated programs, services, projects, and activities, most specifically between instruction and student services.
9. Work cooperatively with administrators, faculty, students, and staff across the campus to facilitate institution-wide planning in accordance with the mission, goals, and objectives of the College.
10. Demonstrate independent judgment and initiative; ability to exercise leadership and engage others to advance equity and Student Success and Support Program (SSSP) issues; work both independently and as part of a team; manage multiple projects and meet deadlines.
11. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
12. Work with all internal and external constituencies of a college community, including students and faculty, and the ability to establish and maintain collaborative and productive relationships.
13. Demonstrate excellent interpersonal, listening, oral, written and presentation skills, and the ability to articulate the importance of equity, diversity, and SSSP goals to various campus constituencies.
14. Interpret, apply, and explain laws and regulations governing educational programs and service.
15. Manage and instruct various staff in order to accomplish the established goals of the Instructional Service unit.

Education and Experience:

1. Master's degree from a regionally accredited college or university with major course work in any academic discipline; and
2. Three (3) full-time equivalent years of experience with instructional services, educational programs, or related programs.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

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

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 and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Amended: 8/2023

EZ Salary Projection FY 2023-24 (50% or *more* FTE)

FTE equal or higher than 50%	
Description	Input
Select employee group	AM
Enter salary range	19
Enter months of employment	12
Enter FTE percentage	100.00%
Total Annual Cost (Salary and Benefits)	\$241,674

For Salary Ranges, please refer to the Human Resources

Website/Salary Schedules:

<http://www.mtsac.edu/hr/salary-schedule.html>

For questions, contact Christine Lam at Ext. 5428 or clam@mtsac.edu

Revised 11.21.23 (included 4.11% in CSEA 262, Confidential and CSEA 651)