

**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 NOT ON PRIORITIZATION LIST
 Temp Special Projects Administrator (see [AP 7135](#)) Out-of-Class Assignment

A Position: Associate Dean, Educational Partnerships FTE (%): 1.0
Division: Student Services Department: Dual Enrollment
Term (month/year): 12 months Salary Schedule (Range): 19
Work Schedule (Days, Hours): Monday - Friday 8:00 AM - 5:00 PM

B **Previously Budgeted Position - Vacant (Incumbent Separated/Separating)**
Incumbent name: Kylie Campbell Last date of employment: _____
Reason for vacancy: Resignation
Newly or Previously Budgeted Position - Never Filled
Fiscal Year Budget Approved: _____ Budget Source (e.g., NRA, Grant Name): _____
Out-of-Class Assignment Reason Incumbent on Leave Vacancy Back-Fill

C **Rationale/Operational need for and consequence of not, filling this position (attached additional page if needed):**
see attached
Area Vice President Initials: MC

D **Budget information to fund this position:**
Account Number: 11000-540000-121000-601000-1200 Amount: 100 % \$ _____
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 # _____ Contract # _____

E **Signatures - print/sign/date (to be completed in numerical order):**
1. Requesting Manager: David Forgues [Signature] 1/6/26
2. Division Vice President: Melba Castro [Signature] 12/22/25
3. Applicable Human Resources Manager: _____ [Signature] TDH 1/7/26
4. Chief Compliance/Budget Officer: _____
5. Vice President, Human Resources: Recommend to fill Yes No (see attached rationale) _____ Initial _____ Date _____

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: Martha Garcia [Signature] Dr. Martha Garcia January 20, 2026

ASSOCIATE DEAN, EDUCATIONAL PARTNERSHIPS

DEFINITION

Under administrative direction, provides leadership and oversight to plan, administer, enhance, and expand partnerships with schools, the community, credit Dual Enrollment, Special Admit, and High School Outreach programs. Working collaboratively with the Instructional Leadership Team and Student Services, this position facilitates the offering of programs, pathways, and services to enable student progress toward their educational goals. The Associate Dean, Educational Partnerships, leads marketing, recruitment, and engagement strategies and participates in the development and implementation of strategies that promote student equity, enrollment, retention, and completion.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is an Associate Dean classification that assists in overseeing, coordinating, and directing the activities related to credit Dual Enrollment, Special Admit, and High School Outreach programs, including planning, development, and administration of related policies, procedures, and programs. This class provides assistance in 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 these programs with other divisions and departments and supporting institutional goals.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Leads and manages the expansion, development, and implementation of programs; provides guidance and expertise on dual enrollment models, K-12 recruitment strategies, and early college transitions.
2. Establishes and sustains productive relationships with local school districts and community partners to promote and increase student access, recruitment, and success; serves as liaison to school administrators, counselors, and community agencies to deepen stakeholders' partnerships across sectors.
3. Develops and manages recruitment efforts with the Student Services Division and academic departments and divisions; ensures planning and implementation of strategies to meet the College's enrollment goals; participates in recruitment and informational events in the community and on campus.
4. Oversees and expands partnerships with schools and the community and serves as a strategic liaison who connects Mt. SAC with schools and community partners to enhance the College's visibility, expand educational opportunities, and foster collaborative program development that benefits both students and the broader region.
5. Collaborates with School of Continuing Education and other divisions to foster partnerships and visibility of Mt. SAC.
6. Conducts needs assessments specific to dual enrollment, special admit, concurrent enrollment, and early college programs in collaboration with local schools and districts.

7. 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.
8. Develops, implements, and assesses processes and strategies to support all levels of dual enrollment and special admit students to promote the growth, development, and administration of the programs, including the development and dissemination of guidelines for faculty, schools, students, and academic departments and divisions.
9. Oversees the development of class schedules for each school site and dual enrollment by collaborating with academic departments and divisions and high schools/districts; ensures coordination of support services to faculty at high school sites.
10. Oversees the development and delivery of orientation activities for students and faculty in accordance with College policies and procedures.
11. Assesses and reviews programs in the review process; recommends data-driven improvements for effectiveness, demonstrating collaborative and data-driven decision making in the program review and improvement process.
12. 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.
13. Collaborates to develop and implement effective recruitment marketing strategies, publications, distribution of brochures, catalogs, schedule of classes, and other recruitment materials, making presentations at schools, districts, and community events related to the College and programs.
14. 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; seeks additional funding sources and initiate and administer grants as appropriate.
15. Coordinates, collects, analyzes, and monitors data metrics; disseminates institutional qualitative and quantitative data to measure the progress of students and the program.
16. 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 to the Vice President, Student Services.
17. Attends the College's annual commencement ceremony as part of their official duties.
18. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
19. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
20. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
21. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
22. 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.

23. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.

24. 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, antiracist, and accessible 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 area of responsibility.
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, 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. Operations of educational systems, including K-12 and 4-year universities.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
12. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
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, socio-economic levels, and ethnic groups.

Skills & Abilities to:

1. 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.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. 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.

5. Evaluate, recommend, and implement goals, objectives, and practices for providing effective and efficient services.
6. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
7. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
8. Communicate effectively through various modalities.
9. 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.
10. Establish and maintain a variety of filing, record-keeping, and tracking systems.
11. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. 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.
13. 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; and
2. Three (3) full-time equivalent years of leadership 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, antiracism, 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:

The incumbent is required to drive to a variety of locations and attend meetings and conferences (on and off campus). This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.

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.

**MT SAN ANTONIO COLLEGE
SALARY AND BENEFITS PROJECTION**

POSITION NUMBER	FTE	SCH RANGE	STEP	TOTAL MONTHS	TITLE	ACCOUNT PERCENT	FY 26-27 Jul-Jun (12 mos)	Funding Source	
Proposed Budget for a New Position									
MAxxxx	1.000	MN	19	3	12	Associate Dean, Educational Partnerships	100.00%	261,822	<i>UGF Restructuring position # MA9948: Associate Dean, Instructional Dual Enrollment</i>
Estimated Cost of an Associate Dean, Educational Partnerships							\$ 261,822		

Assumptions:

- 1. The salary calculations include the negotiated increase of 1.07% for Management employees.*
- 2. It also includes Health and Welfare rates for 2025-26.*

This projection is a working document for the Budget Manager's analysis only and is not official. It may not be used for funding requests to President's Cabinet unless the department requests and receives an official, signed version approved by the Chief Compliance Officer and College Budget Officer and the Vice President of Administrative Services

MT. SAN ANTONIO COLLEGE
Student Services Team
2024-25

Office of the Vice President

Vice President, Student Services
 Melba Castro

Associate Vice President
 Student Services
 David Forgues

