

RIO HONDO COMMUNITY COLLEGE DISTRICT

ASSOCIATE DEAN Academic Affairs/Student Services

DEFINITION

Under general administrative direction of the appropriate Vice President or Dean, provide leadership and direction, manage and oversee the activities, operations and delivery of assigned instructional or non-instructional programs and services; coordinate assigned activities with other District divisions, departments, outside agencies and the community as appropriate; have full authority and responsibility over assigned budgets and maintains a high quality of academic and/or student services for all participants; exercises direct supervision over professional, technical and administrative staff support; and to provide highly responsible and complex professional support to the appropriate administrator.

SUPERVISION EXERCISED

Exercises direct supervision over faculty (as assigned) professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES:

Provide leadership, direction and assume full management responsibility for all assigned instructional or non-instructional programs, services and activities.

Manage and participate in the development and implementation of goals, objectives, policies and priorities of all assigned programs; recommend within District policy and Federal guidelines, as applicable, appropriate services and staffing levels; recommend and administer appropriate policies and procedures; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct program needs analysis of assigned programs; assess and monitor work load, administrative and support systems and internal and external reporting relationships; identify opportunities for improvement and review with the appropriate administrator; direct the implementation of any improvements necessary.

Plan, direct, coordinate and review work plans of assigned programs to ensure progress; meet with faculty/staff to identify and resolve problems; assign work activities, projects and programmatic areas of responsibility; review and evaluate work products, methods and procedures.

Select, train, motivate, counsel and evaluate assigned program personnel; provide and coordinate staff training; work with employees to develop skills and abilities.

Represent the assigned program(s) to other District division, departments, and outside agencies and organizations as appropriate; explain and interpret instructional/non-instructional

programs, policies, and activities; respond to and resolve difficult, sensitive, significant and potentially controversial issues.

Manage and participate in the development and administration of assigned program budget; direct the planning and recommendations for additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments of assigned areas as necessary.

Conduct a variety of organizational studies, investigations and operational studies; recommend modifications for assigned programs, policies and procedures as appropriate.

Coordinate the preparation of instructional/non-instructional program schedule of classes and teaching assignments; monitor enrollment and maintain overall efficiency regarding class size and faculty teaching loads as assigned.

Establish and coordinate advisory committees as appropriate for programs assigned; ensure representation, involvement, and expertise from the community.

Participate on a variety of campus committees; attend and participate in professional group or association meetings as appropriate; stay abreast of new trends and innovations in the field of higher education, both instructional and non-instructional.

Develop, apply and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to programs and workforce diversity in order to fulfill the core academic mission of the District and to serve its diverse community.

Audit and monitor any assigned programs to ensure compliance with local, state and federal guidelines.

Administer applicable collective bargaining agreements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Techniques designed to accommodate diverse learning styles and promote welcoming environments for students from culturally diverse groups, in or out of the classroom.

Policies and practices in serving special needs students, in or out of the classroom.

Conflict resolution practices when dealing with a non-traditional special needs population.

Operational characteristics, services and activities of comprehensive instructional or non-instructional programs.

Organization and management practices

Principles and practices of budget preparation and administration.

Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students

Pertinent Federal, State and local laws, codes and regulations.

Principles of supervision, leadership, training and performance evaluations.

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

Skill to:

Plan, organize, control and direct the operations, services and activities of assigned areas.

Supervise and evaluate the performance of assigned personnel.

Participate in the planning, development and implementation of partnerships, services, plans, strategies, projects, goals and objectives for assigned instructional/non-instructional areas.

Ability to:

Monitor, evaluate and modify services, standards, practices, processes, policies and procedures to enhance the educational effectiveness of programs and capacity to meet student and community needs.

Provide administrative and professional leadership and direction for assigned programs.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures pertaining to assigned programs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of program goals.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and time lines, especially with federal and state reporting.

Work independently with little direction

Plan and organize work

Prepare comprehensive narrative and statistical reports

MINIMUM QUALIFICATIONS:

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Demonstrated sensitivity to and the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Training:

Master's Degree from an accredited college or university.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.