

# **RIO HONDO COMMUNITY COLLEGE DISTRICT**

## **Dean of Educational Centers**

### **DEFINITION**

Under the administrative direction of the Superintendent / President, the Dean of Educational Centers will assume responsibilities for the overall site instruction, student services, planning, budget, supervision and coordination of the educational center's instructional, facilities, and student support programs, and activities in accordance with the overall goals of the College. Assume responsibility for making decisions necessary for the effective and safe operation of the educational centers. Represent the educational centers to other segments of the college and the local community.

### **SUPERVISION EXERCISED**

Exercise direct supervision over faculty, professional, technical, and administrative support staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide leadership, direction and assume full administrative responsibility for all of the District's educational center's programs, services and activities.

Coordinate the schedule of classes, teaching assignments, workshops, instructional/non-instructional programs; provide appropriate support services to students participating in programs; monitor enrollment and maintain overall efficiency regarding class size and faculty teaching loads as assigned; Assist in the development of annual FTES projections for new, continuing, and returning students; provide updates periodically.

Plan, organize, coordinate and evaluate the day-to-day operations and activities of the educational centers; Maintain classrooms, offices, labs and website; Assess and administer facility usage.

Evaluate, supervise, assess and monitor personnel work load, and support systems and internal/external reporting relationships; Recommend appropriate services and staffing levels; Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and personnel.

Develop and implement goals, objectives, policies and priorities of all educational centers; Enforces operational policies and procedures for the educational centers.

Ensure proper security of personnel, students, buildings, grounds, and equipment at all educational centers;

Develop and maintain active relationships with appropriate community (business, educational, organizations, etc.); Establish and maintain liaison with community leaders, community and business organizations, and public agencies to determine the needs of the educational centers and to stimulate interest in the center's programs; Organize community advisory committees and arrange meetings to assist in development of the center's instructional programs; Ensure representation, involvement, and expertise from the community.

Assist with the development and implementation of a marketing plan and advertising campaign to increase public awareness and enhance the image of the educational centers; Work with college staff to design and distribute promotional materials for the area.

Prepare and manage the operational budget for the educational centers; allocate resources accordingly; direct the planning and recommendations for additional funds needed for staffing, equipment, materials and supplies; direct the preparation of and implement budgetary adjustments of assigned areas as necessary.

Conduct program needs analysis of educational centers; Identify opportunities for improvement and review with the appropriate administrator; Recommend modifications for assigned programs, policies and procedures as appropriate. Audit and monitor programs and services offered at the center to ensure compliance with local, state and federal guidelines; Implement any improvements necessary.

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

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.

Work collaboratively with faculty, staff, and students to ensure that current and future instructional activities meet student and community needs.

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

Sensitivity to and understanding of the diverse academic, social economic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students.

Administer applicable collective bargaining agreements.

Prepare reports and assist with accreditation as necessary in support of the educational centers program's strategic planning.

Develop, implement, and update a personal professional development plan.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Planning, organization and direction of current educational programs.

Operations, services, and activities of educational centers.

Applicable policies, procedures, goals, objectives and operations of the District.

Principles and practices of budget preparation and administration.

Principles and techniques of community relations, community groups, professional organizations, business organizations and the associated student organizations.

Mission, philosophy and goals of the District.

Principles of personnel management, supervision, training, and performance evaluations.

Organization and management of records.

Capabilities of computer systems, software and hardware used in business and management systems.

Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections of the California Education Code.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Develop and maintain interpersonal relationships.

**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; Plan, direct and manage the operations of the education centers.

Provide administrative and professional leadership and direction for assigned programs.

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

Communicate clearly and concisely, both orally and in writing.

Develop innovative programs and services to meet diverse needs and interests of the Community.

Establish feasible program goals and evaluate program results.

Analyze situations accurately and adopt an effective course of action.

Apply and interpret pertinent laws, rules, regulations and policies.

Select, supervise, motivate, counsel, and train assigned staff and students.

Prepare clear, comprehensive and accurate reports, presentations, and correspondence.

Effectively utilize computer equipment, software and management information systems in the performance of duties

Demonstrate sensitivity to and understanding of the diverse academic, social economic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students.

Identify and respond to staff issues, concerns, and needs.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the Districts programs and functions.

Meet schedules and time lines.

Work independently with little direction.

**Minimum Qualifications:**

**Experience:**

Two or more years of increasingly responsible experience involving supervision of staff, educational planning and/or facilities planning.

Demonstrated Sensitivity to and understanding of the diverse academic, social economic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students

**Training:**

Master's degree in education preferred or a research related field such as business, social science or education and two years of formal training, internship, or leadership experience reasonably related to the administrative assignment. Preferably involving supervision of staff, educational planning and/or facilities management.

**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.

Range: 57

**Effective Date:** 2-18-15 – Academic Administrator