

RIO HONDO COMMUNITY COLLEGE DISTRICT

ASSISTANT DEAN, ADULT EDUCATION

DEFINITION

Under the supervision of the area Dean, provides district-wide leadership to establish and strengthen coordinated efforts to improve and expand Adult Education services, including the development and delivery of grants, programs, and services to specific learner populations. Develops and manages the California Adult Education Program (CAEP), Noncredit Student Support Services Program (NSSSP), community education, and contract education. Acts as a liaison to community agencies, including the Rio Hondo Region Adult Education Consortium (RHRAEC). Supervises and evaluates the performance of assigned personnel. Serves as chair of the district-wide Noncredit Advisory Committee. Works to assure that programs, services, and curricula meet the needs of students, community members, employers, and statewide adult education initiatives. Manages the Educational Center at Pico Rivera.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- a. Provides leadership and daily management responsibility for Adult Education, which includes noncredit, community education (not-for-credit / fee-based), and contract education programs, services, and activities. E
- b. Selects, trains, motivates, assigns, and evaluates personnel, including faculty and staff; assesses and monitors workloads; responds to employee questions and concerns. E
- c. Manages operations at the Educational Center at Pico Rivera and ensures sufficient staffing to keep center in operation when courses are offered during the days, evenings, and/or weekends. E
- d. Provides overall administration and coordination of the district's CAEP programs and initiatives, in partnership with college leadership and RHRAEC partners, including: develops new noncredit curricula and implements it at Rio Hondo College (RHC), RHRAEC adult school partners, and other partners in the community; schedules noncredit counseling services for RHRAEC students to help them transition to credit programs at RHC to continue their career pathways. E
- e. Develops and implements systems for data collection, participant tracking, external evaluation, and reporting for CAEP and assigned grants and initiatives. E

- f. Develops, prepares and monitors CAEP budgets to ensure compliance with program and district standards and submits quarterly and year-end reports to CAEP and other funders, as needed. E
- g. Provides overall administration and coordination of the district's NCS SSP initiatives. E
- h. Leads the district-wide Noncredit Advisory Committee meetings. E
- i. Develops and maintains course schedules for assigned program areas. E
- j. Researches current trends in adult education and employment, develops and implements new community and contract education opportunities; implements new courses and activities. E
- k. Provides leadership for marketing, recruitment, and outreach activities for related programs, including community visits, transitional assistance workshops, awareness campaigns, and creating/publishing an adult education catalog each term. E
- l. Continuously monitors and evaluates the effectiveness of service delivery methods and procedures; conducts program needs analysis; identifies opportunities for improvement and reviews with the area Dean; directs the implementation of agreed upon improvements. E
- m. Conducts enrollment management to optimize revenues and efficiencies while also meeting the needs of students and community. E
- n. Develops and maintains relationships with community partners and represents the district at community and regional meetings; communicates and coordinates activities with personnel at other community colleges, schools, various governmental and community agencies, advisory committees, and the public. E
- o. Administers applicable collective bargaining agreements. E
- p. Coordinates efforts between instructional and student services administrators, faculty and staff to meet program goals and objectives. E
- q. Identifies, implements, and supports professional development related to increasing student success to assigned programs. E
- r. Prepares and edits course descriptions for content and accuracy for flyers, brochures, pamphlets and course schedules. E

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Organizational management and operational characteristics, services, and activities of Adult Education, including noncredit, community education, and contract education programs.
- CAEP regulations and applicable sections of the California Education Code.
- Student service models to support the success of students enrolled.
- Research methods on current trends in adult education, workforce training and community needs.
- Marketing and program strategies for adult education programs.
- Policies and practices in serving special needs students.
- Principles, practices, and procedures involved in the development and implementation of staff development activities, administration, supervision, and training.
- Budget preparation and control.
- Oral and written communication skills.
- Cross-functional team management and the ability to bring diverse stakeholders to a win-win solution.
- Interpersonal skills using tact, patience, and courtesy.
- Pertinent Federal, State, and local laws, codes, and regulations.

SKILLS TO:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

ABILITY TO:

- Plan, organize, and direct operations and activities of designated educational programs and services.
- Participate in the planning, development, and implementation of on- and off-site programs, services, plans, strategies, projects, goals and objectives.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Adult Education goals.
- Coordinate activities to assure compliance with established curricula standards and requirements.

- Monitor, evaluate, and modify services, standards, practices, processes, policies, and procedures to enhance the educational effectiveness of programs and capacity to meet student needs.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain laws, codes, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Select, supervise, motivate, counsel, train, and evaluate staff.

MINIMUM QUALIFICATIONS:

EXPERIENCE:

- One year of formal training, internship or leadership experience reasonably related to the administrative assignment.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

EDUCATION:

- Master's degree from a regionally accredited college or university with coursework in any academic discipline.

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: 48

Effective Date: November 11, 2020

*The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position.
We have indicated those duties with an E on the job description.*