



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Associate Dean, Learning Resources	Salary Range:	26
Date Revised:	4/2/2026	Date Approved:	6/23/2026

PRIMARY PURPOSE

Under the general direction of the Dean of Library, Learning Resources, Instructional Support Programs and Services, the Associate Dean, Learning Resources provides leadership and administrative oversight for library services, learning resources, professional learning, and academic support programs that support teaching, learning, and student success.

The Associate Dean, Learning Resources directs planning, development, and evaluation of library and learning support services, including instructional support, information literacy, tutoring resources, technology-enabled learning environments, and other related student success programs and services. The Associate Dean ensures that learning resources and library services align with institutional goals, accreditation standards, and equity commitments, and support student access, retention, and academic achievement across the College and District.

DISTINGUISHING CHARACTERISTICS

The Associate Dean, Learning Resources is distinguished from other academic management classifications by its specialized responsibility for the leadership and integration of library services, learning resources, professional learning, and academic support programs that directly support instructional programs and student success.

The Associate Dean requires expertise in library and information science, learning resource program development, instructional support services, and emerging technologies in academic environments. The Associate Dean oversees a broad scope of services, including library operations, learning support programs, professional learning, instructional partnerships, and resource accessibility, while ensuring compliance with accreditation standards, copyright, and information access regulations.

The Associate Dean, Learning Resources exercises comprehensive responsibility for program planning, service delivery, budget management, personnel supervision, and continuous improvement of library and learning support services, with a focus on advancing equitable access to information, technology, and academic resources.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Program Leadership and Development

1. Provides strategic leadership in planning, developing, implementing, and evaluating library services and learning resource programs in alignment with District educational master plans and accreditation standards.
2. Under the direction of the dean, supports the development and delivery of library services, tutoring and learning support programs, information literacy instruction, professional learning, and academic resource services.



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3. Supports program review, assessment, and continuous improvement processes for library and learning resource services.
4. Integrates emerging technologies, digital resources, and innovative service models to enhance teaching and learning.

Library and Learning Resource Services

5. Supports library operations, including circulation, reference services, collection development, and digital resource management.
6. Oversees the development, maintenance, and accessibility of physical and digital collections, ensuring alignment with curriculum and student needs.
7. Ensures compliance with copyright laws, intellectual property standards, accessibility requirements, and information privacy regulations.
8. Promotes information literacy, research skills, and equitable access to academic resources for diverse student populations.

Instructional Support and Student Success

9. Collaborates with faculty and instructional divisions to integrate library resources and learning support services into curriculum and instructional delivery.
10. Supports student success initiatives through tutoring, learning centers, and instructional support programs.
11. Develops strategies to improve student engagement, retention, and completion through enhanced access to learning resources and academic support.

Compliance, Accreditation, and Reporting

12. Ensures compliance with District/college policies, accreditation standards, and state and federal regulations related to library services and academic support programs.
13. Directs the preparation of reports, program reviews, and institutional data related to library and learning resource effectiveness.
14. Supports accreditation processes and institutional planning through data analysis and reporting.

Personnel Management and Supervision

15. Recruits, trains, supervises, evaluates, and directs assigned faculty and staff.
16. Oversees faculty evaluation processes, including adjunct evaluations, in accordance with District policies.
17. Provides leadership for professional development, training, and continuous improvement of staff and faculty.

Budget and Resource Management

18. Administers and monitors budgets for library and learning resource programs; ensures fiscal accountability and alignment with program priorities.
19. Oversees acquisition and allocation of library materials, instructional resources, technology, and equipment.
20. Identifies and pursues grant and external funding opportunities to enhance services and programs.



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Governance, Collaboration, and Communication

21. Participates in shared governance processes, committees, and task forces at the college, District, and regional levels.
22. Serves as a liaison with instructional divisions, student services, and external partners to support program alignment and collaboration.
23. Represents the College and District in regional, statewide, and professional organizations related to library and learning resources.
24. Prepares and presents reports and recommendations to leadership, governance bodies, and the Board of Trustees.

Community and Institutional Engagement

25. Develops partnerships with educational institutions, community organizations, and professional associations to enhance access to learning resources.
26. Supports outreach efforts to promote library services and academic support programs.

Technology and Process Improvement

27. Supports the dean with the implementation and integration of library systems, digital platforms, and learning technologies that support instructional and student services.
28. Collaborates with Information Services to maintain and improve library technologies, databases, and learning resource systems.
29. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

30. Provides leadership in promoting equitable access to library resources, technology, and academic support services.
31. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

32. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various District administrators, management, faculty, staff, students, vendors, government agencies and organizations, higher education institutions, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree from a regionally accredited institution in a related discipline; **AND**
- Four (4) years of formal training, internship, or leadership experience reasonably related to the assignment; or work experience directly related to the position;



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- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position. AND
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

- Master's degree in Education or Educational Administration.
- Management experience in postsecondary education.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of District, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code, Title 5, and other applicable laws and regulations related to the area of assignment.
- Knowledge of research project policies, procedures, and best practices, including data collection and analysis.
- Knowledge of budget preparation and maintenance.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Learning resource programs and resources.
- Student Learning outcomes related to the area of assignment.
- Strategic leadership.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and



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concise reports, correspondence, and presentations.

- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to interpret and apply complex policies, regulations, and collective bargaining agreements.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to supervise, train, and evaluate assigned management, faculty, and staff.
- Ability to communicate effectively, both verbally and in writing.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform



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fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel, and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:

Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.



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NOCCCD looks for like-minded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.