



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Job Description

Job Title:	Dean, NOCE / Basic Skills and Support Programs	Salary Range:	26
Date Revised:	4/2/2026	Date Approved:	6/23/2026

PRIMARY PURPOSE

Under the general direction of an administrator or designee, the Dean, NOCE / Basic Skills and Support Programs provides leadership and administrative oversight for instructional and student support programs in Basic Skills, College Preparation, GED/HiSET, and High School Diploma programs, as well as the North Orange Continuing Education (NOCE) Cypress Center. The Dean, NOCE / Basic Skills and Support Programs directs program planning, curriculum development, scheduling, enrollment management, and compliance to ensure programs meet community needs while aligning with District goals, accreditation standards, and equity commitments.

DISTINGUISHING CHARACTERISTICS

The Dean, NOCE / Basic Skills and Support Programs, is distinguished from other academic management roles by its specialized oversight of both instructional programs and operational support services across multiple areas.

The Dean requires expertise in academic program planning, high school diploma, and test preparation program requirements, student success strategies, and program compliance while managing a broad scope of responsibilities that include strategic enrollment management, faculty and staff supervision, budget management, and external partnerships.

The Dean, NOCE / Basic Skills and Support Programs has comprehensive authority over program operations, accountability, and continuous improvement, with an emphasis on advancing student success.

ESSENTIAL FUNCTIONS

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

Program Leadership and Development

1. Provides strategic leadership in planning, implementing, and evaluating programs and services in alignment with District educational master plans and accreditation requirements; ensures alignment with workforce needs and educational best practices.
2. Leads curriculum review, revision, program planning, and evaluation.
3. Partners with communications staff to market programs and expand outreach to prospective students.

Enrollment, Scheduling, and Student Success

4. Develops and implements a Strategic Enrollment Plan with ongoing data monitoring to adjust schedules, add or consolidate sections, and identify student needs.
5. Plans and coordinates course schedules, faculty assignments, and room allocations.
6. Collaborates with communications staff to market and promote programs and expand outreach to prospective students.



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Compliance, Accreditation, and Reporting

7. Ensures compliance with District, Title 5, Education Code, and state/federal accountability requirements.
8. Directs the preparation of reports, enrollment data, and accountability metrics to support accreditation and institutional planning.
9. Prepares and reviews Facility Use Agreements in coordination with Risk Management and District leadership.
10. Represents NOCE and the District in collective bargaining and program compliance processes.

Personnel Management and Supervision

11. Recruits, trains, supervises, evaluates, and directs faculty, adjunct instructors, classified staff, and temporary employees; oversees the tenure review and adjunct faculty evaluation processes.
12. Serves as the Chair on various search and selection committees, as requested.
13. Addresses student, faculty, and staff complaints and investigates concerns in compliance with District policy, procedures, and due process.
14. Provides onboarding, mentoring, and professional development that promotes intercultural competence and continuous improvement for faculty and staff.

Budget and Resource Management

15. Develops, administers, and monitors annual budgets for assigned programs; monitors expenditures and reconciles financial records.
16. Oversees the acquisition, distribution, and use of instructional materials, equipment, textbooks, and technology.
17. Prepares financial reports and maintains accurate records of expenditures.
18. Seeks opportunities to leverage grant and external funding to expand programming.

Community and Institutional Support

19. Represents NOCE and the District at local, state, and regional meetings on adult education and basic skills.
20. Coordinates outreach efforts with high schools, community agencies, and college partners to expand program access.

Governance, Collaboration, and Communication

21. Participates in District and NOCE shared governance processes, committees, and task forces at the college, District, and regional levels.
22. Serves as the Manager of Record for day and evening operations; responds to student conduct issues, emergencies, and operational needs.
23. Collaborates with administrators, faculty, and staff to ensure program coordination, conflict resolution, and shared governance participation.
24. Serves as a liaison with internal and external stakeholders, including faculty, administrators, and community partners.
25. Prepares and presents program and enrollment reports to leadership, governance bodies, and the Board of Trustees.



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Technology and Process Improvement

26. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

Diversity, Equity, and Inclusion

27. Provides leadership in promoting inclusion and accessibility in program development and delivery.
28. Supports recruitment and retention of diverse faculty, staff, and students.
29. 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.

Cypress College Operations

30. Oversees and coordinates daily operations, facility management, and emergency preparedness for the NOCE Cypress Center.
31. Serves as the Building Marshall and leads safety planning, communication, and drills in coordination with campus safety.
32. Addresses student and staff concerns; approves facility related requests such as parking permit refunds, field trip travel, and special admit petitions.

General

33. May represent NOCE in collective bargaining teams and District-wide initiatives.
34. Performs other related 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;
- **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.



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DESIRABLE QUALIFICATIONS

- Master's Degree in Education or Educational Administration.
- Management experience in postsecondary education.
- Experience in adult education program development and administration.
- 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:

- Accreditation reporting and compliance.
- Student learning outcomes related to the area of assignment.
- Strategic planning and leadership skills.
- 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 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.



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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 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).



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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.

NOCCCD looks for likeminded 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.