

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Dean, School of Continuing Education (SCE) Instruction and Student Services	Range: 32 (AC)	Management Schedule
Date Revised:	July 16, 2008	Date Approved:	

PRIMARY PURPOSE

Under the direction of the Provost of the School of Continuing Education, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of assigned instructional areas and student support services within the School of Continuing Education. The Dean, SCE Instruction and Student Services serves as the Chief Operating Officer of an assigned School of Continuing Education center and is responsible for the overall leadership and operations of the center.

ESSENTIAL FUNCTIONS

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

1.	Provides leadership in the administration, organization and development of assigned instructional programs and student support services to meet community needs within the continuing education mission, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.
2.	Formulates and develops long and short-range goals and strategic plans for assigned areas of responsibility, including staffing, facilities, curriculum and student support services; assures consistency of plans with other School of Continuing Education plans and District plans.
3.	Develops and implements plans and policies to facilitate, improve and promote the curriculum, programs and services of the instructional and student services areas; maintains instructional and service standards of quality.
4.	Supervises the planning, development and recommendation of new courses; reviews standing courses and recommends the deletion of courses no longer appropriate to the curriculum; maintains current course outlines to accurately reflect the instructional programs.
5.	Manages enrollment, attendance and FTES production; develops and implements marketing and enrollment plans; develops and prepares class sections to be offered, class schedules, room and instructor assignments; determines appropriate equipment and supplies for assigned areas of responsibility in accordance with established policies; monitors and controls inventories.
6.	Develops and prepares the annual preliminary budget for assigned areas of responsibility; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.
7.	Represents the School of Continuing Education at community events; fosters partnerships with community agencies in support of the continuing education mission and goals.
8.	Maintains communication with District and School of Continuing Education staff and various agencies to coordinate program services and activities and exchange information. and services activities.

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9.	Serves as the site student discipline officer.
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Plans, organizes and arranges appropriate staff development programs and activities for faculty and staff; provides orientation for new employees.
12.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees as assigned; provides administrative oversight of special projects or programs as assigned.
13.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
14.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
15.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Dean, SCE Instruction and Student Services may participate in the development and administration of external funding sources from grants, corporate sponsorships, and donations.

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WORKING RELATIONSHIPS

The Dean, SCE Instruction and Student Services maintains frequent contact with School of Continuing Education and District administrators, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Desirable Qualifications

Possession of an advanced degree in educational administration or an academic or student services discipline;

Teaching or student services experience in an accredited post-secondary institution;

Experience in the management, coordination or leadership of an academic program or service, preferably in a continuing education/adult education environment;

Experience, understanding and commitment to working with a culturally and ethnically diverse student population.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of California education code and requirements, including Title 5

Knowledge of research project policies, procedures and practices, including data collection and analysis

Knowledge of educational pedagogy and student success strategies applicable for the diverse community college student body

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of record keeping procedures

Knowledge of budget preparation and maintenance

Knowledge of appropriate software and databases

Ability to interpret, apply and explain laws, regulations, policies and procedures

Ability to assess, analyze, implement and evaluate research project activities

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently with little direction

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long

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periods at a time (up to 2-3 hours); may require off-site duties and activities.
