

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Associate Dean I, Basic Skills and Support Programs	Range: 25 (AC)	Management Schedule
Date Revised:		Date Approved:	September 13, 2022

PRIMARY PURPOSE

Under the direction of a Vice President or Dean, this position provides leadership in the administration and development of an instructional and student support services areas; responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the North Orange Continuing Education (NOCE) Basic Skills/High School Diploma programs and facilities oversight of the NOCE Cypress Center.

ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the administration and development of the NOCE Basic Skills/High School Diploma programs and the Cypress Center, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements; participate in resolution of contractual issues as needed.
2.	Develop and update program plans, goals and objectives, including staffing plans, facilities, curriculum and educational philosophy aligned with the District's Educational Master Plan and Diversity Equity, and Inclusion and Anti-racism goals; collaborate with administrative leadership and faculty to engage in short- and long-term academic program planning; assure consistency of plans with other NOCE and District plans.
3.	Plan and coordinate course offerings; work with faculty and staff to support the efforts of the program; develop and prepare faculty schedules and room assignments; visit program sites and classrooms to monitor and evaluate program effectiveness; assist in the preparation of the catalogue, class schedules, and other public information materials for assigned programs; engage and collaborate with other campus partners as needed.
4.	Supervise the planning, development and recommendation of new courses aligned with the appropriate accreditation standards that promote equity and success to support the diverse needs of all students; review standing courses and recommends deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instruction program.
5.	Develop and prepare the annual preliminary budgets for assigned programs; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
6.	Determine appropriate equipment and supplies for the instructional area in accordance with established District policies, accessibility standards, and laws; submit textbook lists and requests for supplementary materials, audio-visual and other instructional resources.
7.	Direct the preparation and maintenance of detailed and comprehensive records, reports and files related to program personnel, facilities and activities; ensure the collection, recording and reporting of required student enrollment data.
8.	Conduct outreach activities and serve as a liaison with local high schools and community agencies to promote program enrollment and effectiveness; foster an instructional culture that relies on data-driven decision-making in the development and ongoing improvement of student success measures.
9.	Maintain communication with District and NOCE administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.
10.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

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11.	Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide comprehensive onboarding and appropriate staff development training.
12.	Engage in participatory governance processes and activities; organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
13.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
14.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
15.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
16.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
17.	Perform related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Associate Dean I, Basic Skills and Support Programs may participate in the development and administration of supplemental grants related to assigned programs.

WORKING RELATIONSHIPS

The Associate Dean I, Basic Skills and Support Programs maintains frequent contact with NOCE and District administration, 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.

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

Possession of a master’s degree in education or educational administration.

Management experience in postsecondary education.

Experience with educational program development and administration.

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Experience in teaching interdisciplinary subjects to a diverse population.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District organization, operations, policies and objectives
- Knowledge of state education code and requirements including Title 5
- Knowledge of research project policies, procedures and practices, including data collection and analysis
- 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 rules, 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 period at a time (up to 2-3 hours); may require off-site duties and activities.
