

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF EDUCATION CENTER AT SAN YSIDRO

BASIC FUNCTION:

Under the administrative direction of the Vice President for Academic Affairs, assume responsibility for the overall planning, implementation, supervision, and coordination of the Education Center at San Ysidro's operational, instructional, and student support programs and activities in accordance with the overall goals of the College; provide leadership in the operational, instructional, and student support programs of proposed and/or established extension sites; assume responsibility for making the decisions necessary for the effective operation of the Education Center; and represents the Education Center to other segments of the College and the local community.

REPRESENTATIVE DUTIES:

Provide leadership and guidance to the instructional program at the Educational Center at San Ysidro; provide technical support to the instructional programs conducted within the Education Center. *E*

Coordinate the delivery of instructional support programs housed within the Education Center at San Ysidro; ensure that the technical resources available in the Education Center are communicated to the faculty and students; recommend and implement a cohesive plan to deliver instructional support services. *E*

Provide leadership and guidance to the Student Services programs at the Education Center at San Ysidro; ensure that the necessary technical support is provided to the Student Services programs conducted within the Education Center. *E*

Coordinate the delivery of student support programs housed within the Education Center at San Ysidro; ensure that the technical resources available in the Education Center are communicated to the faculty and students; recommend and implement a cohesive plan to deliver student support services. *E*

Supervise Education Center at San Ysidro academic and classified staff; assign and evaluate work performance; train and direct daily operations of the staff assigned to the Education Center. *E*

Serve as liaison in coordinating Education Center at San Ysidro activities with the main campus; encourage the use of the Education Center services that are integrated with related instructional, student services, and administrative programs. *E*

Participate in program needs assessment; coordinate and facilitate the implementation of educational programs within the Education Center. *E*

Assist the Vice President for Academic Affairs and the Vice President for Student Affairs on plans, activities, programs, and facilities for proposed and/or established extension sites. *E*

Recommend an annual budget for the Education Center at San Ysidro; supervise expenditures; maintain fiscal controls. *E*

Recommend and prioritize the acquisition of capital equipment, computers, supplies and other equipment. *E*

Assist faculty, staff, and committees in research related to instructional and student services priorities; provide assistance related to curriculum design, incorporating instructional and student services resources available at the Education Center. *E*

Dean of Southwestern College Education Center at San Ysidro - Continued

Formulate and evaluate Education Center at San Ysidro policies and operating procedures; organize and direct Education Center programs in accordance with campus and Education Center policies; develop and recommend long-range plans for Education Center activities. *E*

Represent the College to the community served by the Education Center. *E*

Participate in cooperative arrangements with other educational institutions. *E*

Participate as a member of College committees as assigned. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies, procedures, and current educational programs.

Operations, services, and activities of the Education Center at San Ysidro.

Applicable policies, procedures, goals, and objectives of the Education Center at San Ysidro.

Pertinent federal, state, and local laws, codes, rules, regulations, policies, and procedures relating to education center operations.

Methods and techniques of leadership and management.

Methods and techniques of supervision, training, and performance evaluation.

Methods and techniques of designing and implementing education programs and projects.

Principles and practices of curriculum and course development and evaluation.

Principles and practices of budget preparation and administration.

Methods and techniques of research, analysis, and decision making.

Principles and procedures of report preparation.

Oral and written communication skills.

English usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

Direct the activities of and provide effective leadership for the Education Center at San Ysidro.

Oversee and participate in the development and implementation of policies, procedures, goals, and objectives.

Develop and maintain an operational budget.

Develop, coordinate, and manage effective education programs.

Ensure the academic integrity of Education Center programs and courses.

Select, supervise, train, and evaluate assigned staff and faculty.

Analyze curriculum and offered courses and recommend modifications.

Oversee and participate in the creation new curriculum and courses to meet the learning needs of students.

Identify and respond to sensitive organizational issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Exercise critical and independent judgment.

Prepare and present comprehensive, effective oral and written reports.

Interpret and apply applicable federal, state, and District policies, laws, and regulations.

Serve on a variety of boards and committees.

Coordinate multiple project activities and tasks.

Work successfully with campus faculty and administrators as well as with representatives from business, industry, and educational organizations.

Dean of Southwestern College Education Center at San Ysidro - Continued

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate effectively, both orally and in writing, demonstrating advanced writing skills.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS:

Bilingual English/Spanish speaker highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office and campus environment.

Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read and verify data and prepare various materials.

Dexterity of hands and fingers to operate office equipment.

Sitting or standing for extended periods of time.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Revised: March, 2004

Johnson & Associates

Revised: March, 2007

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