

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF HIGHER EDUCATION CENTER AT NATIONAL CITY AND CROWN COVE AQUATIC CENTER

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 Higher Education Center at National City and Crown Cove Aquatic Center's operational, instructional, and student support programs and activities in accordance with the overall goals of the College; assume responsibility for making the decisions necessary for the effective operation of these locales; and represents these centers to other segments of the College and the local community.

REPRESENTATIVE DUTIES:

Provide leadership and guidance to the instructional program at the Higher Education Center at National City and Crown Cove Aquatic Center; provide technical support to the instructional programs conducted within the Higher Education Center. *E*

In collaboration with San Diego State University (SDSU), coordinate the delivery of instructional support programs housed within the Higher Education Center at National City and Crown Cove Aquatic Center; ensure that the technical resources available in the centers are communicated to the faculty and students; in collaboration with SDSU, recommend and implement a cohesive plan to deliver instructional support services. *E*

Provide leadership and guidance to the Student Services programs at the Higher Education Center at National City and/or Crown Cove Aquatic Center; ensure that the necessary technical support is provided to the Student Services programs conducted within the Higher Education Center. *E*

Provide leadership for the growth of the Aquatic Center credit, noncredit, and fee-funded programs. *E*

Provide leadership for and management of the development and implementation of a comprehensive fund development program/plan for the Aquatic Center that includes annual giving program, corporate and private solicitation program, and special events. *E*

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

Supervise Higher Education Center at National City and Crown Cove Aquatic Center academic and classified staff; assign and evaluate work performance; train and direct daily operations of the staff assigned to the Higher Education Center. *E*

Serve as liaison in coordinating Higher Education Center at National City and Crown Cove Aquatic Center activities with the main campus; encourage the use of the Higher Education Center services that are integrated with related instructional, student services, and administrative programs. *E*

With the help of the coordinator of the Crown Cove Aquatic Center, serve as liaison in coordinating Aquatic Center activities with the main campus, education centers, the California Department of Boating and Waterways, the California Department of Parks and Recreation, and other community and youth organizations; assist in the coordination and delivery of educational collaboratives housed within the Aquatic Center. *E*

Dean of Higher Education Center at National City - Continued

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

Recommend an annual budget for the Higher Education Center at National City and Crown Cove Aquatic Center; supervise expenditures; maintain fiscal controls. *E*

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

With the assistance of the coordinator of the Crown Cove Aquatic Center, assume responsibility for the Aquatic Center's compliance with pertinent California Department of Boating and Waterways, California Department of Parks and Recreation, and District rules, regulations, codes, and safety standards; conduct regular meetings and training to promote strict adherence among personnel and students to applicable rules, regulations, codes, and safety standards. *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 Higher Education Center and Crown Cove Aquatic Center. *E*

Develop and prepare new and renew grant proposals; collect appropriate data in preparation of grant proposals; serve as the director of all grant funded programs and activities at the Aquatic Center including the California Boating and Waterways grant funded program. *E*

Formulate and evaluate Higher Education Center at National City and Crown Cove Aquatic Center policies and operating procedures; organize and direct center programs in accordance with campus and center policies; develop and recommend long-range plans for both center activities. *E*

With the assistance of the coordinator of the Crown Cove Aquatic Center, schedule requests for meetings, conferences, and special events. *E*

Represent the College to the community served by the Higher Education Center and Crown Cove Aquatic 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 Higher Education Center at National City.

Applicable policies, procedures, goals, and objectives of the Higher Education Center at National City.

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.

Dean of Higher Education Center at National City - Continued

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 Higher Education Center at National City.
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 Higher Education Center programs and courses.
Select, supervise, 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.
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.

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.

Dean of Higher Education Center at National City - Continued

Revised: March, 2004

Johnson & Associates

Revised: March, 2007

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Human Resources