

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: DEAN, HIGHER EDUCATION CENTER (OTAY MESA AND SAN YSIDRO)  
DEAN, HIGHER EDUCATION CENTER (NATIONAL CITY AND CROWN COVE AQUATIC CENTER)**

### **DEFINITION**

Under administrative direction, assumes responsibility for the overall planning, implementation, supervision, and coordination of the assigned Higher Education Center(s) operational, instructional, and student support programs and activities in accordance with the overall goals of the District; provides leadership in the operational, instructional, and student support programs of proposed and/or established extension sites; assumes responsibility for making the decisions necessary for the effective operation of the assigned Center(s); and represents the Center(s) to other segments of the District, officials, outside agencies, and the local community; provides highly responsible and complex professional assistance to the Vice President, Academic Affairs in areas of expertise; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Assistant Superintendent/Vice President, Academic Affairs. Provides general direction and supervision over administrators, academic, and classified staff directly and through hierarchical levels of management and supervision indirectly.

### **CLASS CHARACTERISTICS**

This is a Dean classification that oversees, controls, and directs all programs, services, and activities of the assigned Higher Education Center(s), including short- and long-term planning and development and administration of Center(s) policies, procedures, and services. This classification assists the Vice President, Academic Affairs in a variety of administrative, managerial, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Responsibilities include coordinating the activities of the Center(s) with those of other District divisions and outside agencies and managing and overseeing the complex and varied functions of the Center(s). The incumbent is accountable for accomplishing planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the functions of the job.*

1. Assumes full management responsibility for operational services and activities and instructional offerings, workforce training, student services, student support services programs, services, and activities of the assigned Centers.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Centers; establishes, within District policy, appropriate budget and staffing levels.
3. Oversees and is responsible for Center-wide educational planning and instructional program development in accordance with missions, goals, and objectives of the District and Center(s); oversees administration and monitoring of assigned Center(s) programs and services to ensure compliance with established curriculum and content standards and requirements; develops, analyzes, and implements curriculum standards to meet student needs; oversees development and implementation of new courses, programs, and instructional activities.

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4. Oversees the coordination of communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the assigned Centers and enhance the educational effectiveness of assigned programs and services.
5. Coordinates the delivery of student services and student support services programs housed within the assigned Centers; coordinates student recruitment and outreach activities; ensures that the technical resources available in the Centers are communicated to the faculty and students; recommends and implements a cohesive plan to deliver student support services.
6. Manages, develops, and administers the assigned Center(s) annual budget; participates in identification of and application for external funding sources, including developing industry partnerships; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; recommends and prioritizes the acquisition of capital equipment, computers, supplies, and other equipment; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
7. Selects, trains, motivates, and directs the assigned Center(s) staff including faculty; evaluates and reviews classified staff and faculty for acceptability and conformance with Center(s) standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
8. Oversees the overall quality of the Center(s) services by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
9. Oversees programs and activities to enhance faculty and administrative understanding of education practices, curriculum standards, and instructional strategies related to assigned Center programs and services.
10. Oversees and participates in reviewing faculty curriculum and provides technical advice on changes and modifications to curriculum; works with faculty on curriculum development and transfer articulation proposals.
11. Serves as a liaison in coordinating Center programs, services, and communications between administrators, faculty, staff, the Chula Vista campus, other Center(s), outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of Center activities; encourages the use of Center services that are integrated with related instructional, student services, and administrative programs.
12. Supports and participates in the assessment of Student Learning Outcomes and/or Administrative Unit Outcomes and the collection and utilization of the assessment results to support improvements in teaching methodologies, student learning, and/or program improvement.
13. Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning Center(s) operations and activities; provides detailed and technical information concerning Center(s) programs, services, curriculum, and courses.
14. Oversees the development and preparation of new and renewing grant proposals including collection of appropriate data in preparation of grant proposals; provides oversight of all grant funded programs at the assigned Centers.
15. Oversees and participates in conducting a variety of analytical and operational studies regarding Center(s) and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations; ensures mandated reports are submitted according to established timelines.
16. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Academic Affairs.
17. Attends and participates in professional group meetings and various District committees and advisory boards; stays abreast of new trends and innovations related to Center(s) operations.
18. Directs and facilitates the preparation and maintenance of a variety of records and Center(s) files.

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19. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
20. Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
21. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
22. Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of enrollment management.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, research, and reporting, and information distribution.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Principles and practices of record keeping.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

**Ability to:**

- Provide administrative and professional leadership and direction for the department and assigned program areas.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Develop and implement goals, objectives, policies, procedures, and work standards for assigned program areas.
- Develop and monitor budgets and effectively utilize resources.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.

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- Analyze curriculum and offered courses, including noncredit and distance education courses, and recommend modifications.
- Select, train, motivate, and evaluate the work of faculty, staff, and administrators; train faculty, staff, and administrators in work methods and procedures.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Maintain accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE:**

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

**DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

Created: June 2018 (Consolidates Dean of Higher Education Center at San Ysidro and Dean of Higher Education Center at National City and Crown Cove Aquatic Center)

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*Koff & Associates*