

ASSOCIATE DEAN, SPECIAL PROGRAMS

GENERAL DESCRIPTION OF CLASS

Under the administrative direction of the Dean or Vice President of Instruction, this position serves as a member of the college's instructional management team to provide leadership in matters relating to the administration of assigned programs and to perform related work as required.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Coordination of day-to-day schedules for classified professionals to maximize office coverage and conduct regular staff meetings to develop work plans and resolve issues.*
2. Maintain work unit standards for service efforts and facilitate improvements in the quality of staff efforts.*
3. Administer and supervise operations at extension sites, as assigned; provide direction for research and planning functions.*
4. Monitor evaluation processes and evaluate work performance of faculty members, classified professionals, managers, and temporary staff in accordance with established policies and procedures.*
5. Plan staff development efforts, establishing development needs collaboratively with staff to ensure appropriate professional development.*
6. Assist in administration of the collective bargaining agreements as appropriate; participate in shared governance activities.*
7. Assist Deans, department chairs, faculty, and classified professionals with program assessment, review, and unit planning processes.*
8. Engage staff in review of progress and use planning information to determine resource allocation.*
9. Assist staff in determining appropriate maintenance schedules and facilitate repairs for assigned instructional spaces.*
10. Assist in developing and managing budgets for assigned departments and programs, including general and discretionary budgets, grant-funded projects, part-time hourly staff, and other appropriate categories of funds.*
11. Assist faculty in creating tentative class schedules each semester, scheduling rooms, resolving conflicts, and finalizing the schedule.*
12. Coordinate catalog revisions and input; assist in curriculum development, review, revision, and evaluation to meet the needs of students, faculty, and the community.*
13. Communicate with other colleges regarding curriculum and coordinate with the articulation office.*
14. Communicate with students about academic progress, requirements, standards, and concerns; refer students to appropriate resources for assistance.*

15. Coordinate faculty, staff, and advisory committee meetings; serve as an information resource.*
16. Represent the college in meetings with community, business, and industry members; make presentations to community groups and maintain effective relations with regional universities and local K-12 schools.*
17. Promote implementation of new instructional techniques and technologies.*
18. Serve as the primary point of contact, resource, and consultant within assigned functional areas to students, parents, program staff, agency administrators, law enforcement agencies, instructors, and school partners.*
19. Collaborate with associate faculty and Instructional Service Agreement (ISA) faculty regarding all aspects of instruction and student learning.*
20. Compile and manage Instructional Service Agreements in collaboration with administrators and the Manager of Business Contracts/Risk Management; ensure compliance with Special Programs requirements.*
21. Collect required paperwork from agencies and prospective ISA instructors; act as the defined Educational Administrator in Agency ISAs.*
22. Organize and maintain detailed databases for verification and accuracy of rosters, billing, Student Learning Outcomes (SLOs), and budget development.*
23. Collaborate with Admissions and Records for registration, recording, reporting, and filing of enrollment, attendance, and grades; assist faculty with recording and reporting grades and attendance.*
24. Partner with District Human Resources on employee selection, onboarding, evaluation, and personnel matters; identify appropriate actions such as performance plans or employee discipline up to and including termination, as appropriate.*
25. Interact with diverse populations and constituencies in a wide range of situations requiring judgment, tact, and diplomacy.
26. Serve on a variety of District committees as requested.
27. Perform other duties that support the overall objectives of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Master's Degree **AND**
- One (1) year of experience related to the duties of the position.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Experience or understanding of noncredit curriculum.
- Leadership and/or management experience.
- Grant or restricted fund experience
- Experience building partnerships with external agencies and educational entities.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title 5 as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- California community colleges, laws, and regulations pertaining to college disability services, the Americans with Disabilities Act (ADA), particularly Title II and Section 504 of the 1973 Rehabilitation Act.
- Supervisory and managerial concepts and principles.
- Theories, principles, and best practices in supervision and training of assigned staff.
- Support for the delivery of higher education.
- Analysis and evaluation of programs, curriculum, projects, and day to day operational needs.
- Budget preparation and roster maintenance.
- Methods, practices and terminology used in governmental accounting and financial reporting, bookkeeping and financial record keeping.
- Modern office practices and procedures including technical report writing techniques.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Ensure compliance with all laws, regulations, and policies through effective office supervision and leadership.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.

- Motivate and provide supervision and leadership to a diverse group of professionals and support staff.
- Plan and coordinate the effective use of faculty, staff, facilities, and resources to achieve program goals.
- Effectively oversee and supervise the operations of special programs.
- Comprehend and stay current with disability guidelines, instructional service agreements, and curriculum development regulations.
- Communicate professionally with community partners and agency personnel.
- Organize and sequence steps that enable production of reports, special projects, and meetings.
- Prepare, generate, and distribute complex reports and correspondence.
- Prepare and make public presentations.
- Compile, organize, and use various financial information necessary in the preparation and management of budgets.
- Respond to emergency situations.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, government agencies, community partnerships, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class supervises, oversees, and provides work direction to assigned faculty, managers, staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of

District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist. .

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of

Class Code: M325.100

Salary Range – MSC 22 - Exempt

professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.