

PERALTA COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT JOB DESCRIPTION

ASSOCIATE DEAN OF EDUCATIONAL SUCCESS

**** Grant-Funded ****

(Management Salary Range 2)

Job Code: 1064

POSITION DESCRIPTION

This position reports directly to the Vice President of Student Services. The position will be assigned to oversee the activities of programs such as Foster Youth, Puente, Umoja, Adult Education, and other equity related programs. The Associate Dean will be responsible for collaborating with instructional departments and student services programs to create an educational learning environment that will lead to student success in achieving career-technical degrees and certificates, and/or transfer to four year institutions. The Associate Dean will provide support and facilitation to guide interdepartmental communication, collaboration with institutional departments and designated Community Based Organizations. The Associate Dean works collaboratively with other Deans, faculty, staff and the administration to achieve the goals and objectives of programs such as Foster Youth, Puente, Umoja, Adult Education, equity related programs and other college Learning Communities such as Adelante, APASS and Amandla. The Associate Dean may serve on a variety of committees such as College Cabinet, Student Services Council, Roundtable, Education/Equity and may participate in districtwide initiatives and college or district governance. The Associate Dean manages and guides program staff activities, assures compliance with laws, regulations, policies and funding associated with all funding sources related to this position.

EXAMPLES OF ESSENTIAL DUTIES

The following duties are typical of those performed by managers in this job title: However, any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily.

- Planning, implementation, and coordination of the Adult Transitions Program
- Supervise activities of the Transitions Liaison and ABEG Design Team Coordinators
- Represent the College on the Working Group of the Northern Alameda Consortium for Adult Education in order to help develop and implement annual adult education work plans in the Peralta region
- Collaborate with the Transitions Liaison position funded with Adult Ed Block Grant funds and college faculty program leads to engage with Adult Schools, Community-

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Based Organizations, Probation, Court, Community and Continuation High Schools, and others in the Peralta region to help students transition successfully into college programs

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- Lead efforts to develop and sustain community partnerships with Foster Youth, Puente, Umoja, Continuation High School Youth and re-entry of the formerly incarcerated population through intentional and collaborative support services and transitions for students to help them move in a direct path from secondary to post-secondary
- Oversee the process for enrollment in classes and attainment of support services for each student
- Oversee the budget and funding, maintaining compliance
- Work toward achieving equity and student success measures in accordance with the Foster Youth, Puente, Umoja, Adult Education and other equity related programs.
- Support outreach and enrollment management of the college

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge and proficiency in the operation and use of personal computers utilizing office productivity software applications (i.e., word processing, spreadsheet and database management software) including the internet.
- Skill in budget development, maintenance, and reporting related to general fund, grants, and other externally-funded resources.
- Skill in oral and written communication, including public speaking and complex reports.
- Skill in training, direct, supervising and evaluating the work of others.
- Skill in team building and coordination of departments to ensure continuous program improvement
- Skill in developing campus and community partnerships
- Commitment to Participatory Governance.
- Effective organization, communication and public relations skills.

MINIMUM QUALIFICATIONS

- Possession of a Master's Degree from an accredited college or university.
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

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- Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- Three or more years of community college experience.
- Two years leadership experience in Student Services or Instruction, preferably in a community college or university setting.
- Knowledge of state and federal laws, such as Title 5 and Education Code, as well as policies, programs, regulations and services related to student recruitment, admissions, enrollment, financial aid, matriculation, and records management.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 08-25-2016