

DEAN OF SPECIAL PROGRAMS - MJC**DEFINITION**

Under general administrative direction, promotes equity-based plans, directs, manages and oversees the administrative activities and operations of specially funded programs and specialized instruction and services intended to serve disproportionately impacted student populations; supervises classified and certificated personnel as assigned; guides and participates in curriculum planning and evaluation, course and program promotion and evaluates requirements for instructional staff, facilities, supplies and equipment; makes recommendations to the Vice President of Student Services about standards, policies, and procedures applicable to instructional services and performs other duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Vice President of Student Services.

Provides direct supervision to assigned faculty, counselors as well as other administrative support staff, as assigned.

EXAMPLES OF DUTIES (*Illustrative Only*)

- Plan, direct, manage and oversee the administrative activities and operations of specially funded programs and specialized instruction and services intended to serve disproportionately impacted student populations, (e.g. outreach services, admission and eligibility determination services, new student orientation, counseling, transportation, etc.)
- Coordinate with student services programs and college instructional units to develop and implement equity-based, culturally competent coursework to facilitate enrollment, retention and goal attainment of disadvantaged and disabled student populations.
- Provide leadership to categorically funded programs such as CALWorks, CARE, EOP&S, DSPS, Veterans etc.
- Plan and maintain budgetary control within the funds allocated directly for the instructional area; facilitate fund-raising and grant-writing activities
- Oversees special programs in the Male Collaborative, including Comunidad, UMOJA, Project Rebound, etc. Develop and facilitate staffing for programs including the equitable recruiting, hiring, supervision, and evaluation of all faculty and classified staff; evaluate all faculty and staff in accordance with the contracts between the district and employee groups; chair all search committees.
- Call and preside over regularly scheduled division staff meeting and special meetings as needed; serve on regular and special committees as assigned by the Vice President of Student Services.
- Work with the specialized community and advisory committees; serve as liaison between the college and the community; identify community education needs and communicate those needs to the Vice President for Student Services or other appropriate party.
- Compile and report information related to the division's programs, including Program Review, the Educational Master Plan, Student Equity & Achievement Plan, Guided Pathways, and special projects.

- Participate in the articulation of programs with other colleges and high schools, student advising and registration.
- Evaluate the effectiveness of state reporting requirements and transmission of such reports required state demographics, disability status and numbers served.
- Represent division concerns and needs to the assigned Vice President; participate in and serve on various committees within and outside the district.
- Collaborate with fellow deans to plan, organize, and implement equitable strategies to meet enrollment goals for the division's traditional and non-traditional delivery systems.
- Collaborate with facilities planning, development, maintenance and management.
- Develop and administer grants to support instruction and activities of the Division.
- Perform other related duties

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment, though may be performed remotely at times.
- Work may require occasional evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Guided Pathways principles that promote decreased units to completion, increased success and completion, decreased time to degree or certificate, and equity-based surround supports for students.
- Principles, practices, laws and regulations relevant to the administration of instructional programs within a California Community college setting
- Codes and regulations affecting instruction, instructional programs, disabled services and programs, and County requirements for special programs. Financial aid regulations related to students in special programs
- Principles, practices and techniques of personnel management, collective bargaining processes, accounting and budgeting.
- Methods and strategies of grant writing and of grant administration.
- Equity-based principles and techniques used in the development of an annual comprehensive plan (Educational Master Plan); research methods, data collection and report writing.
- Computer technology relevant to assigned work duties
- Equity-based principles of human resource management and leadership including effective employee evaluation and staff development techniques.

Ability to:

- Work across silos to collaborate with other campus work units to ensure that student-centered principles guide all special programs
- Plan, organize, direct, administer, review, and evaluate assigned personnel, programs and services;
- Communicate effectively, both orally and in writing, with diverse constituencies, within and outside the District;
- Exhibit strong interpersonal communication skills;
- Exercise sound judgment in the performance of duties;
- Motivate and deal with issues related to instruction and the needs of students and staff.
- Ability to create and maintain documents and use computers and standard office software.
- Be sensitive to and understand the diverse ethnic backgrounds of community college students.
- Build consensus, develop constructive relationships with diversified industry partners and the general community.
- Manage time effectively, set priorities and establish goals and objectives.

Licenses and Certificates:

Possession of a valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- **Cultural Competence:** ability to discern when and how cultural mores and traditions may be impacting a situation or interaction, and respond in a Culturally Competent manner.
- **Emotional/Psychological Factors:** ability to de-escalate tense situations; ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.
- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Education: Master's Degree in business administration, vocational education, educational administration or related field of study.

Experience: Three years of successful experience in fields related to the administrative assignment, including a minimum of two years of supervisory experience; experience in working with programs serving the disabled and disadvantaged students required.

Class Adopted: 03/01/09
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