

ASSOCIATE DEAN OF SPECIAL PROGRAMS

DEFINITION

Under the supervision of the Dean of Special Programs, the Associate Dean of Special Programs provides leadership and direction to assigned service areas, and is responsible for planning, organizing, managing, supervising and evaluating all aspects of assigned areas. Specific areas of assignment may include overseeing DSPS [<<renaming to: Accommodations and Support Center (ASC)], Deputy Title IX Coordinator, Testing, Veterans Services, and other student services and/or programs when assigned. In addition, the Associate Dean will supervise selected students, classified, faculty, and secretarial staff and will supervise the area activities. This position is also responsible for the production of assigned documents relating to student success and services, including state and federal reports, handbooks, forms, and other documents. As part of the Student Services Leadership Team, the Associate Dean will provide evening duty and weekend administrative coverage as needed or assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Dean of Special Programs or the Vice President of Student Services.

An associate dean assumes leadership responsibility for designated Student Services areas. Provides leadership and direct supervision to a variety of staff and student employees and may exercise supervision of faculty assigned to an area. This classification is distinguished from a dean or director by an intermediate level of responsibility and/or number of service areas assigned.

ESSENTIAL DUTIES

- Provide leadership to assigned programs in Student Services, which may DSPS [<<renaming to: (ASC)], Deputy Title IX Coordinator, Testing, Veterans Services, and/or other selected student programs and services when assigned.
- Collaborates with college personnel to create, implement and monitor diversity, equity, inclusion, and accessibility programs, projects, and matters.
- Develops and implements college-wide equity, inclusion, and accessibility efforts to promote a supportive environment for students and the campus community.
- Serves as the college's Deputy Title IX Coordinator and helps oversee and ensure compliance with laws, regulations, policies, and procedures.
- Provide leadership in MIS data submission and accountability.
- Develop and monitor departmental plans and budgets using an equity framework.
- Maintain compliance with local, state, and federal regulations and guidelines related to Student Services programs.
- Coordinate and administer support services for new and continuing students for each term.
- Oversee the hiring, evaluation, and scheduling processes for departmental faculty and staff.
- Maintain records and submit reports to the college and appropriate external agencies.
- Collaborate in the preparation and/or submission of district applications for outside funding for Student Services programs.
- Administer board approved policies and regulations as they relate to the unit.
- Oversee/conduct program reviews and make appropriate recommendations to meet the needs of a diverse student body.

- Assist with the coordination of the college's matriculation plan and provide supervision of components of the plan.
- Oversee and coordinate various student success and student equity initiatives and projects.
- Coordinate service learning opportunities and student volunteerism opportunities.
- Foster an inclusive campus community that promotes developmentally appropriate, active learning environments outside the classroom to meet the needs of a diverse student population and promote student equity.
- Other duties as assigned within the scope of this assignment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience:

- **Education:** Possession of a Master's Degree AND one year of successful experience in field related to the administrative assignment OR a California Community College Supervisor Credential OR other appropriate valid California administrative credential.
- **Experience:** Administrative experience preferred at the community college level. Two years of community college teaching experience. Three years of experience as an instructional administrator.

Expected Professional Characteristics:

- Understanding of effective instructional, student development, and instructional support practices at the community college.
- Understanding of current issues related to student services, instruction, and articulation for the success of all students.
- Sensitivity to and interest in the critical role of student support service in the success of community college students, faculty, and staff.
- Understanding of and commitment to shared governance.
- Effective written and oral communication skills.
- High degree of professionalism and integrity.
- Ability to work collaboratively as a team member in the division, college, district-wide, and external partner's activities and projects.
- Supportive of the comprehensive community college mission.
- Demonstrated commitment to community and campus activities.

Demonstrated Skills & Abilities:

- Ability to develop effective educational, student support services, and student development programs to meet the needs of the College.
- Ability to manipulate relevant technology to access, analyze and report relevant data and other programmatic information.
- Effective budget management practices, with special emphasis on categorically funded programs
- Understanding of good pedagogical practices for adult learners.

- Efficient administrative practices through an integrated approach to planning, budgeting, and scheduling.
- Ability to collaborate with others to strengthen intra-College, community, and District-wide staff relations.
- Ability to support staff development, achieve hiring success, enhance evaluation, recognize and mitigate personnel issues, and resolves conflicts.
- Ability to develop and nurture an effective student/learner center environment.
- Demonstrated experience working with student services programs at the college or university level

Licenses and Certificates:

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

Physical and Mental Standards:

- **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.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Hours of work may not coincide with the hours of normal campus activity. Some weekend and evening work required.

*Class Adopted: 7/2024
Class Amended*