GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

JOB TITLE: **Associate Dean** **GRADE 09**
EDUCATIONAL ADMINISTRATOR

DEPARTMENT: **Varies Within the Organization**

JOB PURPOSE:

Under the direction of the assigned manager, plan, organize, and coordinate daily operations and implement planning initiatives and events for area(s) of assignment in support of district goals and objectives. Supervise, train, and evaluate personnel within area(s) of assignment.

ESSENTIAL FUNCTIONS:

Responsible for planning, organizing, implementing and supervising the general administration, program curriculum and accreditation of identified area of assignment, to include, but not limited to, Student Services, Student Success, or Instructional programs.

Develop and implement programs and services to meet student needs. Facilitate collaboration among various campus departments that assist with the evaluation and development of program success as well as the promotion of student success and/or equity.

Prepare and monitor program budget; control and approve expenditures within established guidelines; maintain contractual agreements with service agencies; oversight of travel arrangements, fund raising activities, or community outreach as applicable.

Direct the development of program goals and objectives; ensure compliance with local, state, federal and district guidelines associated with area(s) of assignment.

Maintain professional relationships with members and representative of other local, state, and national committees, organizations, and associations.

Establish and maintain effective working relationships with all constituents of the college district to optimize coordinated program efforts and to assist students.

Serve on, and provide leadership for, department, campus, district, community and statewide organizations and committees as assigned; act as liaison with other educational institutions and community organizations.

In collaboration with faculty and other administrators, interpret, develop and administer department policies and procedures.

Direct, supervise and administer activities relating to recruitment, enrollment, retention, evaluations, promotion, mentoring, selection, and training of assigned employees. May also prepare for licensure and placement of employees.

Plan and coordinate services and events; implement communication strategies for student success.

Review state-level programs and research findings to identify best practices

Coordinate student retention activities

Assist in the planning and implementation of professional development activities.

Prepare various fiscal, program, district, state and federally-mandated reports.

Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a Master's degree from an accredited institution plus one year of formal training, internship, or leadership experience reasonably related to this administrative position.

SPECIAL SKILLS, ABILITIES OR REQUIREMENTS:

In-depth knowledge of laws, rules, and regulations that govern identified area of assignment and the ability to apply these regulations.

Technical aspects in field of specialty.

Knowledge of principles and practices of supervision, training, and evaluation of personnel.

- Ability to exercise leadership to advance the college's mission.
- Facilitate communication and understanding among faculty, staff, students, and the community within the framework of a multi-college district.
- Commitment to the community college concept, including the open door philosophy and a diverse curriculum for a heterogeneous student population.
- Commitment to a comprehensive, student-oriented environment that facilitates learning and student development.
- Dedication to the improvement of the educational process.
- Experience in managing change, particularly around initiatives that promote equity, inclusion, access and student success.
- Interpersonal skills using tact, patience, and courtesy.
- Effective organizational/time management skills.
- Accurately analyze a situation and adopt an effective course of action.
- Understand and follow departmental and college policies and procedures for this assignment.
- Communicate effectively both orally and in writing.
- Plan and implement activities involving a variety of interrelated tasks.
- Interpret, apply and explain rules and regulations.
- Operate a personal computer in an efficient and effective manner consistent with the requirements of the position.
- Establish schedules and timelines, and meet deadlines.
- Work cooperatively, effectively, and responsively with all constituents of the college, district, and community at large.

- Experience with budgets and budget development.
- Ability to successfully delegate, hold others responsible, and instill confidence among staff and faculty.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of the classification.

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Rev. 5/2016
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