

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DEAN/INSTRUCTION AND STUDENT SERVICES**

GENERAL RESPONSIBILITIES

Responsible to the Vice President of Continuing Education for all aspects of instructional programs and instructional support services, including counseling, guidance, and related programs, activities and services; performs other duties and special projects as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL PROGRAMS

Overall responsibility for all instructional program areas of adult continuing education, such as English as a Second Language, Amnesty, High School Subjects, Adult Basic Education, Older Adults programs, Parent Education, Citizenship, Health and Safety, vocational programs, FTES production, and the procurement and monitoring of facility sites; develops, schedules, offers, evaluates, staffs, cancels and changes offerings to assure cost-effectiveness and responsiveness to community needs and demands; reviews and approves curriculum development proposals, course outlines and instructional materials; acquires, maintains and monitors instructional resources; supervises effectiveness of all programs, activities and services, including counseling and guidance, to serve the needs of a culturally diverse community. Recommends and implements District policy and regulations, services program and personnel compliance with applicable laws and regulations, maintains related records and submits related reports.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all assigned faculty and staff; administering collective bargaining agreements, employment and promotion selection procedures, and compliance with District policies, rules and regulations regarding personnel; evaluation of the performance of academic and classified staff assigned, providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance, the resolution of student problems and complaints, and the maintenance of student records. Identifies community needs for courses, and assists transition into college and vocational programs.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DEAN/INSTRUCTION AND STUDENT SERVICES (continued)**

BUDGET/FUNDING

Substantial responsibilities for the timely and accurate preparation, submission and administration of the budget for designated programs; substantial responsibility for generation, management and accounting for FTES production; substantial responsibility for developing additional resources.

PLANNING

Responsible for the planning, delivery, funding, and evaluation of all functions, programs, activities and services.

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible educational leader seeking positions of significant leadership in community institutions and support organizations and on state boards and committees to articulate, enhance and improve District programs and services and reputation at the state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for chairing and supervision of District committees and task forces.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, staffing, scheduling, catalogue description, delivery and evaluation of all adult education programs and services in the continuing education service area, including all personnel functions of assigned staff.
- B. Submits and manages the budget for designated programs; substantial responsibility for developing resources for funding.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a California Administrative or Supervisory Credential authorizing service at the community college level or a master's degree and at least one year of formal training, internship, or leadership experience reasonably related to this administrative assignment, and possess the minimum qualifications to serve as a faculty member in the California Community Colleges.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DEAN/INSTRUCTION AND STUDENT SERVICES (continued)**

REQUIRED SKILLS AND QUALIFICATIONS (continued)

Required Skills: Ability to supervise staff, resolve conflicts and solve problems, identify opportunities for and generate FTES, evaluate programs and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and represent the District at the community, state and national levels.

Desirable Qualifications: A working knowledge of, and experience with, student learning outcomes and assessment.

