

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

**GENERAL RESPONSIBILITIES**

Overall responsibility for institutional services for Continuing Education service areas and sites and the preparation and maintenance of required records and reports; performs other duties as assigned.

**SPECIFIC RESPONSIBILITIES**

**DEVELOPMENT AND DELIVERY OF INSTITUTIONAL SERVICES**

Overall supervision of Continuing Education institutional services, including budget, purchasing, payroll, facilities planning and development, and institutional services including admissions, registration, data collection and entry for the student information system; maintains instructional records and enrollment reports; supervises procedure for maintenance and updating of personnel records and staff procurement procedures, bookstore, security and safety services, mail, custodial services, information technology, purchasing services, supplies and equipment; supervises bid procedures and inventory procedures; recommends District policy and procedure; monitors instructional programs and services in assigned area for responsiveness to the needs of a culturally diverse community.

**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 personnel; also responsible for administering collective bargaining agreements, employment selection and promotion procedures, compliance with District policies, rules and regulations regarding personnel, and evaluation of the performance of assigned staff, providing direction and assistance wherever a need for improvement is identified.

**STUDENTS**

Responsible for handling student personal, program and staff related complaints, resolving conflicts, and student discipline issues.

**BUDGET/FUNDING/PAYROLL/PURCHASING/FACILITIES**

Responsible for timely and accurate preparation, submission and administration of budget payroll, purchasing, and bidding procedures; has substantial responsibility for reporting and accounting for funding of programs, and related reports; seeks additional and alternative funding for programs and activities.

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

**PLANNING**

Plans all programs under supervision; responsible for preparation of schedules for work, facility procurement, maintenance and use, admissions and registration, and services.

**COMMUNITY CONTACT/REPRESENTATION**

Must be highly visible educational leader seeking positions of significant leadership in community institutions and activities, as well as community support organizations and on state boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership position and reputation on the local, state and national levels.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Significant responsibility for advising, chairing and supervision of service area and District-wide committees and task forces.

**ESSENTIAL FUNCTIONS**

- A. Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; has substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy, and related reports.
- B. Resolves student complaints, problems, and conflicts; analyzes, applies and explains laws, regulations and policies regarding services provided; and maintains related records and reports.

**REQUIRED SKILLS AND QUALIFICATIONS**

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

**Required Skills:** Ability to prevent and resolve conflicts and problems, plan, measure and evaluate programs, services and activities, supervise staff, analyze and apply laws, rules and regulations, and build consensus.