SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION

Range: 50
Hours/Day: 8
Hours/Week: 40
Months/Year: 12

JOB TITLE: Associate Dean of Extended Education

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES
To plan, develop, organize, promote, coordinate, and monitor the operations of the extended education locations and the Interactive Television network (ITV); to implement college policies and procedures; to oversee partnerships with four-year colleges; and to coordinate, integrate, and promote courses and programs throughout the tri-county region. Serves as administrator in charge of the Tehama Campus. Employees in this classification receive administrative direction within a framework of general guidelines, and direct, supervise, and formally evaluate the work of faculty and classified staff. This job class exercises responsibility for the development and implementation of an effective community college instructional center. This is a middle management educational administrative position that requires strong administrative skills.

SUPERVISOR: Vice President of Academic Affairs or designee

TYPICAL DUTIES

- Plans, directs, coordinates, supervises, and promotes the activities and operations of extended education locations and the ITV network.
- Supervises and coordinates extended education instructional programs in the tri-county area; ensures collaboration with campus instructional departments.
- Supervises and coordinates custodial, maintenance, and grounds services at each Extended Education campus.
- Supervises and coordinates safety and student disciplinary matters at each Extended Education campus, including first-level student hearings.
- Coordinates assessment, counseling, orientation, and other student service related activities at each Extended Education campus.
- Supervises and coordinates technology related services at each Extended Education location.
- Develops, coordinates, and administers budget; monitors and controls expenditures; approves facility use requests.
- Communicates and interprets the curriculum in conjunction with campus instructional departments.
- Determines staffing needs and makes appropriate recommendations.
- Develops course schedules.
- Ensures the provision of appropriate facilities, supplies, and equipment for effective Extended Education operations.
• Develops and maintains list of qualified and available substitute instructors.
• Participates in a variety of administrative, board, and other meetings; conducts; meetings; organizes, advises, and facilitates appropriate advisory and community committees; prepares and distributes information, agendas, minutes, etc.
• Travels to Extended Education locations throughout the District.
• Oversees proper enrollment practices and maintenance of applicable forms at the various sites.
Visits and observes classes; supervises activities and resolves problems as needed. Promotes cooperative relationships with community and regional agencies.
• Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff; administers employment contracts; orients and informs staff of District/department policies and procedures.
• Coordinates with student services programs to ensure district wide support.
• Oversees development of partnerships with four-year institutions, in coordination with instructional and student services departments.
• Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS
Knowledge of:
• principles and practices, laws and regulations of community college academic programs.
• program planning, development, and implementation.
• proper budget development and implementation practices and methods.
• principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and development; and affirmative action policy.

Ability to:
• plan, direct, and manage the activities and operations of a community college off-campus locations.
• prepare and present effective reports, recommendations, and correspondence.
• effectively communicate in both oral and written forms.
• direct, supervise, and formally evaluate the work of others.
• establish and maintain effective work relationships with those contacted in the performance of required duties.
• travel and make visits to off-campus extended education locations in the District.

Education/Experience:
• Master's degree from an accredited institution, or the equivalent, and one year formal training, internship, or leadership experience reasonably related to assignment.
• Supervisory experience, preferably at an educational institution
The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)