

OCTOBER 2020
FLSA: EXEMPT
SALARY GRADE: GRADE V
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
ASSOCIATE DEAN, EDUCATIONAL PARTNERSHIPS

BASIC FUNCTION: Under the direction of the area administrator, the Associate Dean is responsible for the development, coordination, implementation, and evaluation of all aspects of the college's high school and educational partnership programs; and provides leadership to coordinate and implement strategic and collaborative initiatives with local K-12 districts (such as middle college high school, credit and non-credit concurrent enrollment, and other early college programs). Develops and implements collaborative programs with other educational and community partners to promote student access and ensure the successful transition to college and efficient program completion in traditional and non-traditional pathways.

SUPERVISORY RESPONSIBILITIES: Supervises and directs assigned faculty and staff.

REPRESENTATIVE DUTIES (Illustrative Only): The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides leadership and oversight for implementation of the college's dual enrollment programs, such as, but not limited to: the middle college high school, early college high school, and credit and non-credit concurrent enrollment.
2. Develops and maintains relationships with K-12, regional, and statewide partners to advance the mission of the College and advocate for programs and services that serve target student population(s).
3. Collaborates with administrators, department chairs, and staff to coordinate course and schedule planning for dual enrollment programs across all feeder districts, private and/or other educational entities, to develop pathways for the completion of a certificate, an associate's degree, and/or the equivalent.
4. Coordinates targeted efforts to provide K-12 students with initial enrollment and student support services (e.g. Summer Bridge programs, College Promise), including information about financial aid, admissions, and other student services and academic support programs.
5. Oversees partnership programs, such as prison education and other external partnership programs; and oversees efforts to implement credit for prior learning and emerging equivalency efforts, such as military credit and competency-based education.
6. Maintains and submits, as necessary, updated records, reports, memorandums of understanding (MOUs), and other District agreements, and assists in the preparation of related Board docket items and presentations. Assists in the use of data-informed methods to track, monitor, evaluate and improve assigned areas of responsibility
7. Collaborates with District personnel, school districts, and other Local Education Agencies (LEAs) to ensure compliance with local, regional and state policies and procedures.
8. Monitors budget and expenditures within assigned area; ensures expenditures are within program guidelines and further the goals and objectives of program area.
9. Participates in grant-writing efforts with a focus on supporting college initiatives for assigned areas including culturally responsive student success, access and equity-related initiatives.

10. Provides supervision and direction to assigned District staff; assigns, directs, and evaluates the performance of direct reports; establishes goals and objectives for assigned areas of responsibility in alignment with strategic plans and administrative program review.
11. Performs other duties, related to the position, as assigned.

QUALIFICATIONS

Knowledge Of:

1. Principles and practices of program development and administration;
2. Accreditation standards of the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges;
3. Trends, developments and application of educational technologies including online learning and course management systems;
4. Applicable federal, state and local laws, rules and regulations, including OSHA rules and regulations if applicable.
5. Research methods and analysis techniques;
6. Principles and practices of effective management and supervision;
7. Principles and practices of project management, and organization and culture change;
8. District human resources policies and labor contract provisions;
9. Policies and procedures in higher education and in K-12 education.

Ability To:

1. Develop effective working relationships within the community;
2. Collaborate with colleagues from across the campus;
3. Plan, organize and prioritize daily assignments and work activities;
4. Communicate effectively in written and oral form;
5. Manage staff and work with faculty;
6. Maintain accurate and well-organized records;
7. Maintain confidentiality in all matters appropriate;
8. Learn, interpret and apply rules, policies and procedures.

Education and Experience: a master's degree from an accredited institution and three years of experience in the administration and/or management of Pathways-related programs, which includes two years in a supervisory capacity.

Experience in the development, implementation, and management of access, outreach and/or educational partnership-related programs is preferred. Experience working with K-12 and/or community college programs is desirable.

LICENSES/CERTIFICATIONS: None.

CONTACTS: Administrators, faculty, staff, students, general public, vendors, community partners and K-12 school administrators and staff.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate

noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.