

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Dean of Instruction, Public Safety Education & Training

BASIC FUNCTION: Under the supervision of the area Vice President, directs and supervises all aspects of Public Safety Education & Training that incorporates Law Enforcement Programs to include the Basic Police Academy, Modular Police Academy, Corrections Academy, Probation and Juvenile course and Advanced Officer Training for Police in addition to all aspects of Fire Technology Programs including the Fire Academy and Emergency Medical Services and numerous advance training for fire personnel; manages these programs including all aspects of admissions, attendance, curriculum development, positive attendance rosters and all student education records; ensure both academic and vocational components of the programs; liaises with regulatory agencies to ensure programs meets local, state, and federal training mandates ins association with Title V regulations.

SUPERVISORY RESPONSIBILITIES: Assigned area managers, faculty and classified staff.

REPRESENTATIVE DUTIES:

1. Establishes and reviews policies, procedures and timelines to determine the workflow, analysis, planning, coordination, collaboration and evaluation of all operations in Law Enforcement and Fire Technology programs including Emergency Medical Services.
2. Oversees the work of the area managers coordinating faculty, teaching assignments, and all workflow for permanent and hourly staff and establishing/maintaining record retention.
3. Collaborates with Riverside County Sheriff's Department, various Fire Service agencies and other emergency medical agencies and personnel to develop and maintain effective learning outcomes specific to the advisement of the appropriate Advisory Committee.
4. Maintains compliance with all accrediting and regulatory agencies including but not limited to the College's Administration of Justice Program policies and regulatory curriculum with the Peace Officer Standards and Training (P.O.S.T.), State Fire Marshall's Office and California Board of Corrections.
5. Meets with staff formally and informally to improve services/operations at the Ben Clark Training Center and maintains administrative congruency which includes workflow of operations in Admissions and Records, and with the Instructional Departmental Specialist.
6. Meets with other departments/committees, including but not limited to the President, Vice President Academic Affairs, Vice President Student Services Student Services, Deans, the Executive members of the Riverside County Sheriff's Department and the Riverside County Fire Service, and the Sheriff's Department and Fire Service coordinators that are responsible for maintaining program effectiveness and consistency.
7. Prepares and maintains all budgets for the Public Safety Education & Training Department.
8. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
9. Serves as a member of the Management Leadership Association.
10. Performs other related responsibilities as may be assigned.

12-12-14

EDUCATION: Master's degree from an accredited institution in a subject taught at the community college level.

EXPERIENCE: One year of full-time administrative experience required, preferably in public safety. Three years of successful experience in an educational setting, preferably at the community college level. At least one year of formal training, internship, or leadership experience reasonably related to this administrative assignment.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: The mission of California Community Colleges; Federal Grants, and particularly regulations regarding grant expenditures and compliance (e.g. OMB Circulars, EDGAR, etc.); teaching and learning strategies and experience in evaluation of those strategies; and an understanding of the curriculum process and ability to develop and implement credit and not-for-credit programs.

ABILITY TO: Relate well and work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds; demonstrated ability to work effectively in a participatory manner with all segments of the college community and community at large; lead, implement and manage change; interpret and uniformly implement district policies and procedures and the college bargaining agreements; communicate effectively and persuasively orally, in writing, and using technology. A track record of being innovative in planning, developing, and producing quality instruction and student services delivered via technology. Proficiency in applying technological applications to daily work. A commitment and sensitivity to, and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College's instructional program. A heightened sense of integrity, high energy, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, other departmental personnel, faculty, staff, Occupational Advisory and Law Enforcement Committees, Riverside County Sheriff, Undersheriff, CalFire Leadership and/or other coordinators.

WORKING CONDITIONS: Normal office environment.

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, contact (951) 222-8039.