

APRIL 2017
FLSA: EXEMPT
SALARY: GRADE V
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DIRECTOR, ACADEMIC SUPPORT

BASIC FUNCTION: Under the supervision of the area administrator, the Director is responsible for the quality and administration of academic support programs. Ensures that the supplemental instructional and tutorial activities address the current and future needs of the students. Coordinates and facilitates the development and implementation of redesigned and articulated curriculum in basic skills, occupational programs and in assigned disciplines. Coordinates the academic support activities for summer programs. Serves as the administrator responsible for all the operational activities of the Student Success Center. Facilitates campus-wide training and certification of tutors and other instructional support staff.

SUPERVISORY RESPONSIBILITIES: Supervises and assists in the evaluation of all the classified staff and student workers affiliated with the Student Success Center.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Collaborates with the English and Mathematic departments in the development, implementation and improvement of basic skills in the area of support services and delivery models.
2. Works with the various disciplines to determine and develop academic support tools and strategies that are discipline specific.
3. Provides administrative support for the development and implementation of college initiatives to address increased success of students in basic skills courses, occupational programs and transfer programs.
4. Develops a standardized and streamlined academic support services by ensuring that tutors and supplemental instructors are trained and certified.
5. In close collaboration with Institutional Research and Information Technology services, ensures that all the academic support services are adequately tracked and assessed.
6. In close collaboration with the Instructional Media Center and Information Technology services ensures that all the technology related services of the Student Success Center are properly maintained and updated.
7. Advises the area administrator in matters of budgeting, planning and coordinating the academic support programs of the college.
8. Spearheads assessment and program evaluations for the areas of academic support services.
9. Provides leadership to faculty, staff and students in communicating current ideas, research and practices in the area of integrated academic support.
10. Supervises and participates in the process of the evaluation of classified staff of the center.
11. Provides management support for grants related to operations of the Center.
12. Remains current on ideas, research and practices pertaining to the areas of responsibility.

13. Represents the institution at local, regional, state, and federal activities that promote basic skills, occupational and transfer programs.
14. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE:

Education:

Possession of a Masters' degree in Educational Administration, Organizational Leadership, Counseling, or a related field, from an accredited institution, is required.

Experience:

Three years or more of formal training or leadership experience reasonably related to this assignment. Demonstrable success in the supervision of academic programs or like programming.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF:

- Instructional methodologies;
- District policies and procedures;
- Current management practices;
- Budget processes.

ABILITY TO:

- Communicate effectively, orally and in writing;
- Manage and motivate staff;
- Work collaboratively with others;
- Administer an academic department/program;
- Interact effectively with a variety of college constituents, students, faculty, administrators, staff and the wider community.

CONTACTS: College President, Vice Presidents, Deans, Directors, Program Managers, co-workers, departmental and discipline faculty and staff, non-academic departments, students, vendors and community-based organizations.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Must be able to traverse the campus for meeting purposes. Extensive periods of sitting. 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.