DEAN OF EDUCATION CENTERS AND ONLINE AND INNOVATIVE LEARNING (EDUCATIONAL ADMINISTRATOR)

JOB DESCRIPTION

Provides direction, leadership, and support for the Cabrillo College Education Centers, Learning Communities, Distance Education, and the Teaching and Learning Center including programs, services, and assigned faculty and staff.

SCOPE

Under the general direction of the Assistant Superintendent/Vice President, Instruction, the Dean of Education Centers and Online and Innovative Learning supervises assigned faculty and classified staff, coordinates curriculum, manages scheduling, facilities and related functions for the education centers and learning communities. This position also provides administrative oversight for the Teaching and Learning Center, which includes Distance Education and Professional Development.

TYPICAL DUTIES AND RESPONSIBILITIES

- Directs and facilitates coordination of student services and instruction provided at the education centers (E)
- Assists appropriate administrators in planning, developing, and scheduling classes and services (E)
- Trains, supervises, schedules, and evaluates assigned faculty and classified employees (E)
- Resolves or assists in the resolution of problems and/or complaints, and initiates corrective action as appropriate to assignment (E)
- Assists in Teaching and Learning Center and Distance Education professional development, planning, scheduling, and reporting (E)
- Collaboratively develops initiatives and services with the Teaching and Learning Center to support student success (E)
- Represents the college in meetings with other colleges, educational institutions, and community organizations (E)
- Facilitates local community involvement at the Education Centers through advisory committees and community organization participation (E)
- Promotes faculty/staff/student participation at the education centers, including increasing the college participation rate of the bilingual/bicultural population and among residents of Scotts Valley and San Lorenzo Valley (E)
- Coordinates the promotion of Watsonville and Scotts Valley instructional programs and college-wide learning communities with the college public information office, with focus on the diverse needs of the community (E)
- Recommends annual budget and ensures appropriate expenditures (E)
- Ensures practices are consistent with district policy, federal and state law, and other contracts or agreements relative to area of assignment (E)
- Gathers and compiles data, prepares reports and correspondence (E)
- Participates in search and selection activities for center and college staff and faculty (E)
- Chairs, serves on, and/or attends committee and task force meetings as required or assigned (E)
- Conducts periodic review of assigned programs and services (E)
TYPICAL DUTIES AND RESPONSIBILITIES (Cont’d.)

- Prioritizes and schedules facility use of the Watsonville Center, the Scotts Valley Center and works with appropriate division personnel to schedule classrooms assigned to learning communities (E)
- Drives to various campus locations for position related activities (E)
- Duties may include leadership in Enrollment, Curriculum, Articulation and other areas in Instruction
- Performs related duties as required or assigned

(E)= designates essential functions

QUALIFICATIONS

Education and Experience:

- Meet the state minimum qualifications for an educational administrator which are possession of a Master's degree and one year of formal training, internship, or leadership experience reasonably related to the administrative assignment, which may, but need not be, concurrent with the required full-time service; OR California Community College credential authorizing administrative service at the community college level;
- Successful experience in program administration and personnel supervision
- Experience working with community and/or professional organizations

Knowledge of:

- Bilingual/bicultural populations
- Current teaching and learning strategies, including distance and on-line education

Ability to:

- Communicate effectively verbally and in writing
- Work cooperatively and effectively with students, faculty, administrators, community groups and individuals of diverse academic, ethnic, socioeconomic, language ability and cultural backgrounds, including those with disabilities
- Effectively plan, organize and evaluate programs and personnel
- Develop and monitor a budget
- Train, supervise and evaluate staff
- Communicate effectively in English and Spanish
- Consistently perform under the pressure of deadlines and other administrative demands

Other Requirements:

- Commitment to the community college philosophy
- Commitment to serving the diverse populations of the community
- Demonstrated creativity and innovation
- Must possess and maintain a valid California driver's license and a safe driving record during the course of employment
AUTHORITY AND RESPONSIBILITY

The Dean of Education Centers and Online and Innovative Learning provides direct supervision for assigned faculty and staff, and is responsible for the overall functions of all areas of responsibility.

Adopted: November 4, 1991
Revised: August 5, 1996
Revised: June 16, 2008
Revised: April 7, 2014