



PALO VERDE COMMUNITY COLLEGE DISTRICT

DEAN OF NEEDLES CENTER

NATURE OF THE POSITION

Under the supervision of the Assistant Superintendent/Vice President of Instruction and Student Services, the Dean of Needles Center plans, organizes, administers, and directs the site operations of the Palo Verde College Needles Center in accordance with the vision, mission and values of the Palo Verde Community College District; provides educational services to meet the needs of area residents; oversees the California Adult Education Program (CAEP) for the regional adult education consortium; trains, supervises, and evaluates the performance of certificated and classified personnel.

DUTIES AND RESPONSIBILITIES

1. Plans, organizes, administers, and directs the operations of the Palo Verde College Needles Center in accordance with established District policies, procedures, practices, and philosophies; develops and monitors both short-term and long-term strategic plans for the Needles Center.
2. Oversees the academic programs, processes, and policies, and learning support services of the Needles; ensures consistency of quality and delivery of educational programs and services.
3. Serves as the voting member of the California Adult Education Program (CAEP) for the regional adult education consortium; oversees the development of the program areas specified in the CAEP grant.
4. Oversees the advising, enrollment, and ongoing academic progress of current and prospective students; maintains student academic records and files to ensure representation of an accurate, complete, and current account of students' academic progress.
5. Trains, supervises, and evaluates the performance of assigned personnel; interviews and recommends employees for selection, transfers, reassignment, disciplinary action, and termination; assigns employee duties and reviews work to ensure compliance with established standards, requirements, and procedures.
6. Provides on-site personnel and faculty with direction and professional development designed to increase their effectiveness, reduce turnover, and decrease liabilities.
7. Prepares the preliminary budget for the Needle Center to ensure the center achieves District goals; implements and manages the budget and allocates monies within each budget category according to established procedures.

8. Guides admission efforts to ensure achievement of enrollment goals; promotes the District within Needles and its surrounding community through effective course schedule creation and coordination of the student registration process for on-campus and online courses each semester.
9. Oversees District-wide Distance Education programs and services; provides training to faculty and personnel in distance education and computer-assisted instructional methodologies.
10. Develops and expands K-12 dual enrollment programs between the District and local school districts; initiates and maintains contact with local K-12 schools, community and agency partnerships, and other educational organizations within the area.
11. Oversees implementation of academic processes, policies, and services in support of student academic success in accordance with State Title V and Chancellor's Office regulations.
12. Directs the preparation and maintenance of a variety of narrative and statistical reports, applications, records, and files related to operations, personnel and assigned activities.
13. Adheres to Department of Education and District policies and procedures regarding Title IV Financial Aid Funds.
14. Participates in the development and implementation of courses, academic programs, schedules of classes and District-wide instructional initiatives.
15. Coordinates the student registration process for on-campus and online courses each semester; promotes the use of technology in instruction and learning support services.
16. Communicates academic policies, standards, and expectations to assigned faculty; coordinates student grievances on academic issues in keeping with District guidelines.
17. Participates in regional accreditation reviews and reports as requested.
18. Operates a computer and other standard office equipment as assigned; travels and drives a vehicle to conduct work.
19. Attends and conducts a variety of meetings, conferences and trainings as assigned; serves as a member of committees as directed; participates in student activities and consortium events.
20. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization, and direction of instructional support functions related to college credit and non-credit instructional programs and services.
2. Principles, practices and procedures involved in the implementation and development Curriculum standards, requirements, assessment, interpretation and application in instructional programs and services of a community college.
3. Postsecondary training in pedagogy, instructional design and best practices for e-learning.
4. Pedagogical appropriate strategies for online learning including new and emerging technologies such as streaming media, RSS, blogs, wikis and other social media.
5. Familiarity with Federal section 508 & W3C standards and accessible design techniques.
6. Experience in counseling students from diverse cultural, ethnic, socioeconomic, and

educational backgrounds.

7. Requirements for transfer, vocational and remedial programs.
8. State and federal standards and requirements governing college district academic programs.
9. Instructional techniques and strategies related to academic programs at a college.
10. Applicable State and federal laws, codes, regulations, policies, and procedures.
11. Applicable sections of the California Education Code.
12. Principles and practices of administration, supervision, and training.
13. College District organization, operations, policies, and objectives.
14. Grant administration and implementation.
15. Budget preparation and control.
16. Oral and written communication skills.
17. Interpersonal skills using tact, patience, and courtesy.
18. Operation of a computer and assigned software including course management systems.
19. Demonstrated mastery in the use and implementation of instructional technology.
20. Public relations techniques.

ABILITY TO:

1. Plan, organize, administer, and direct the site operations of the Palo Verde College Needles Center.
2. Coordinate and direct communications, information, resources and personnel to meet the instructional needs of the District and enhance the educational effectiveness of academic programs.
3. Train, supervise and evaluate the performance of assigned personnel.
4. Participate in the development and implementation of courses, academic programs, schedules of classes and District-wide instructional initiatives.
5. Monitor, analyze and assist in the research, development and implementation of academic programs, policies, and procedures to enhance the educational effectiveness of instructional services.
6. Administer promotional, marketing and awareness activities to enhance community understanding of the instructional programs and services of the District.
7. Communicate effectively both orally and in writing.
8. Interpret, apply, and explain rules, regulations, policies, and procedures.
9. Establish and maintain cooperative and effective working relationships with others.
10. Operate a computer and assigned office equipment.
11. Analyze situations accurately and adopt an effective course of action.
12. Meet schedules and timelines.
13. Work independently with little direction.
14. Work variable hours.
15. Plan and organize work.
16. Prepare and maintain a variety of narrative and statistical records and reports.

MINIMUM QUALIFICATIONS

1. Master's Degree (in any discipline) from an accredited college or university.
2. One (1) year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
3. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, sexual orientation, disabilities, and socio-economic backgrounds.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid driver's license.

PREFERRED QUALIFICATIONS

1. Doctorate from an accredited college or university.
2. Knowledge of the California Education Code, Title 5, Chancellor's Office administrative procedures, Federal law and regulations and other legal parameters that affect the policies and practices of the student success and assessment operations of the District.
3. Knowledge of curriculum development, assessment, testing materials and interpretation of career interest, personality, work values and similar career relevant assessment criteria.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is an Educational Administrator position.
2. Row 11 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The District offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race,

color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

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