



PALO VERDE COMMUNITY COLLEGE DISTRICT

DEAN OF NEEDLES CENTER CAMPUS

NATURE OF THE POSITION

Under the supervision of the Vice President of Instruction and Student Services, plan, organize, administer and direct the site operations of the Palo Verde College Needles Center campus in accordance with the vision, mission and values of the Palo Verde Community College District; provide educational services to meet the needs of area residents; serve as the Director of the California Adult Education Program (CAEP) for the regional adult education consortium; train, supervise and evaluate the performance of certificated and classified personnel.

DUTIES AND RESPONSIBILITIES

1. Plan, organize, administer and direct the operations of the Palo Verde College Needles Center campus in accordance with established District policies, procedures, practices and philosophies; develop and monitor both short-term and long-term strategic plans for the Needles Center campus.
2. Oversee the academic programs, processes and policies, and learning support services of the Needles Center campus; ensure consistency of quality and delivery of educational programs and services.
3. Serve as the Director of the California Adult Education Program (CAEP) for the regional adult education consortium to plan, organize and direct adult education programs; oversee the development of the program areas specified in the CAEP grant.
4. Oversee the advising, enrollment and ongoing academic progress of current and prospective students; maintain student academic records and files to ensure representation of an accurate, complete and current account of students' academic progress.
5. Train, supervise and evaluate the performance of assigned personnel; recruit, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
6. Supervise District-wide categorical adult education program faculty and personnel.
7. Provide on-site personnel and faculty with direction and professional development designed to increase their effectiveness, reduce turnover and decrease liabilities.
8. Prepare the preliminary budget for the Needle Center campus to ensure the center achieves District goals; control and implement the budget and allocate monies within each budget category.
9. Guide admission efforts to ensure achievement of enrollment goals; promote the District within the Needles Center campus and its surrounding community through effective

course schedule creation and coordination of the student registration process for on-campus and online courses each semester.

10. Oversee District-wide Distance Education programs and services; provide training to faculty and personnel in distance education and computer-assisted instructional methodologies.
11. Develop and expand K-12 dual enrollment programs between the College and local school districts; initiate and maintain contact with local K-12 schools, community and agency partnerships and other educational organizations within the area.
12. Oversee implementation of academic processes, policies and services in support of student academic success in accordance with State Title V and Chancellor's Office regulations.
13. Direct the preparation and maintenance of a variety of narrative and statistical reports, applications, records and files related to operations, personnel and assigned activities.
14. Adhere to Department of Education and District policies and procedures regarding Title IV Financial Aid Funds.
15. Participate in the development and implementation of courses, academic programs, schedules of classes and College-wide instructional initiatives.
16. Coordinate the student registration process for on-campus and online courses each quarter; promote the use of technology in instruction and learning support services.
17. Communicate academic policies, standards and expectations to assigned faculty; coordinate student grievances on academic issues in keeping with District guidelines.
18. Participate in regional accreditation reviews and reports as requested.
19. Operate a computer and other standard office equipment as assigned; travel and drive a vehicle to conduct work.
20. Attend and conduct a variety of meetings, conferences and trainings as assigned; serve as a member of committees as directed; participate in student activities and consortium events.
21. Perform 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 campus.
2. Coordinate and direct communications, information, resources and personnel to meet the instructional needs of the College 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 College-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 College.
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 a related field from an accredited college or university.
2. One year of experience in management, supervision or leadership programs, department or divisions within an institution of higher education, with emphasis in one or more of the areas to which the Dean position is assigned.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Valid California Class C driver's license.

PREFERRED QUALIFICATIONS

1. 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 College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college 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.