



Dean, Academic Success, Grants and Learning Services (SBVC)

Management Range: 22

Board Approved: 03/12/2020

P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the administrative direction of the Vice President of Instruction (SBVC), the Dean of Academic Success, Grants and Learning Services is responsible for ensuring that the learning-centered programs and services offered by the areas under his/her supervision meet the needs of a diverse student population, comply with all state and federal regulations and comply with the budget goals of the college and the district. This position provides administrative oversight and leadership for the Library and Learning Support Services, Tutoring Centers across the campus, MESA and STEM center program management, GenGo!, Dual Enrollment and Contract Ed, and serves as the Middle College High School liaison. The Dean will oversee all high school CCAP agreements and contracts. In addition, this position will directly manage and oversee area grants.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provides leadership, direction and commitment to student-centered learning by assessing local and national trends, and by working with others to identify programs and services that will meet the needs of a diverse community.
2. Serves as the liaison between instructional and student services administrators and faculty members regarding the writing of the college's basic skills plan and reports related to the areas under the purview of academic support including, but not limited to, the areas listed above.
3. Works directly with diverse faculty and staff to develop and maintain CTE instruction, curriculum, and continuing education programs, projects, activities, and grants
4. Provide administrative supervision, assistance, and oversight for various academic success and learning programs, projects, and related planning and budget processes.
5. Establish and nurture a partnership with the San Bernardino County Workforce Development Board in the offering of a variety of courses and programs for the community.
6. Is responsible for supervising, planning, developing, organizing and evaluating the Library and Learning Support Services, Tutoring Centers across the campus, Dual Enrollment and Contract Ed, Distance Education, Basic Skills Coordination, Non-credit and Adult Education.
7. Work collaboratively across the campus and community in overseeing the Job Readiness Certificate program.
8. Collaborates with the Dean of Counseling and Matriculation in providing supervision, planning, development, organization and evaluation of Middle College High School Program.
9. Must be a highly visible educational leader seeking positions of significant leadership in community and regional institutions as well as community support organizations and on state boards and committees to articulate, enhance, and improve District programs, offerings, funding, assets, and educational leadership position and reputation at the state and national levels.
10. Works with personnel in appropriate positions to recommend, plan and implement new programs to enhance student success, retention and persistence in distance education, dual enrollment programs, summer bridge/immersion programs, basic skills and non-credit adult education programs, and academic support services (i.e. tutoring and supplemental instruction).



Dean, Academic Success, Grants and Learning Services (SBVC)

Management Range: 22

Board Approved: 03/12/2020

P. 2|4

11. Direct all activities in the assigned areas including long-term and short-term planning, curriculum redesign and development, accreditation, class scheduling, faculty teaching assignments, classified professional staffing, budget development and management, and partner with other educational and community entities.
12. Works with the Vice President of Instruction to provide effective orientation and progressive in-service training for faculty chairs, faculty and staff in the areas supported.
13. Facilitate the assessment of evidence-based best practices in remediation and persistence.
14. Collaborates with Dean of Student Equity and Dean of Counseling and Matriculation to ensure the development and implementation of the college's Student Success, Student Equity and Basic Skills plan integration.
15. Provides leadership and evaluation to the college's Library and Learning Support Services and the Library instructional programs.
16. Provides leadership and assistance in coordinating the interaction and participation in the enhancements of the campus' academic support services across campus including, but not limited to the Student Success Center and Supplemental Instruction.
17. Participates in the Curriculum Committee and assists faculty in the revision of current curriculum and developing new curriculum and pathways for transitioning students from non-credit to credit courses in academic and CTE programs.
18. Participates in District and community meetings and activities to promote developmental education/basic skills and non-credit pathways to collegiate courses and CTE certificates and degrees.
19. Works cooperatively with college staff, coordinators and administrators to achieve established goals and objectives for all of the programs within the division.
20. Coordinates one or more college-wide initiatives for the improvement of programs or services.
21. Works to address and resolve student, staff and faculty complaints and grievances on both an informal and formal basis, following adopted district procedures.
22. Assists in the preparation of program review documents and division-wide planning and budgeting priorities, working in consultation with program directors and faculty chairs in accordance with the campus budget process.
23. Stays abreast of leading instructional technology changes, and works to incorporate technology as applicable to classroom curriculum or to the service area.
24. Develops and generates statistical data, reports and implements accountability procedures and systems.
25. Serves as the administrator chiefly responsible for the development, administration, supervision and evaluation of workforce and economic development programs of the college and works collaboratively with the regular occupational education program.
26. Serves as the line supervisor for all faculty in the area not already aligned with other divisions and all classified staff reporting to the dean's office.
27. Contributes to the evaluation of all faculty in the areas supervised and all classified staff assigned to the area, maintaining strict adherence to scheduled evaluation intervals.
28. Serves as the administrative representative on screening committees for new contract faculty and classified staff, and oversees the hiring of adjunct faculty and hourly support staff, adhering to District employment policies.
29. Serves as a liaison for workforce and economic development with local businesses, industries, agencies, organizations and the State Chancellor's Office; maintains active involvement at regional, state and national level.
30. Provides information to students and to members of a diverse public who may be interested in enrolling in a program or service offered by the programs under supervision.



Dean, Academic Success, Grants and Learning Services (SBVC)

Management Range: 22

Board Approved: 03/12/2020

P. 3|4

31. Represents the perspectives of the programs supervised when attending college meetings and shares information obtained in college meetings with appropriate administrators, faculty and staff.
32. Maintains accessibility and strong lines of communication with students, area faculty and staff and encourages strong intramural relationships.
33. Maintains an awareness through continuing study of ideas and research pertaining to the community college, workforce and economic development and exercises initiative in implementing and recommending changes that will improve the operation of the college and its programs.
34. Participates in and attends institutional functions related to instructional and student services programs, including but not limited to convocations, student performances, sporting competitions and other related events.
35. Participates in community events and works with Marketing and Outreach to increase the visibility and viability of the programs under supervision.
36. Upholds professional standards of behavior and ethics in support of the institution's published mission, tenets and values.
37. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, practices, and theories of higher education, and the philosophy, objectives, and functions of California community college instructional programs.
- Principles, practices, philosophy. Objective and functions of instructional programs in an Adult Education environment.
- Appropriate sections of the Education Code and Title 5, federal, state, and county regulations as they relate to community college credit and non-credit programs and Adult Education.
- State legislative initiatives involving Basic Skills, Non-Credit, and Dual Enrollment.
- Principles and practices in budget development and management; program planning and evaluation.

Ability to:

- Plan, organize, supervise, and evaluate the performance of District Police Department personnel and manage a variety of security and safety programs.
- Plan, organize and coordinate multiple activities; design, create, and implement use of resources.
- Develop and evaluate comprehensive plans to satisfy present and future college and community needs.
- Prioritize and execute a wide range of project simultaneously.
- Work independently, assume responsibility, and take initiative in carrying out assignments.
- Communicate effectively both orally and in writing.



Dean, Academic Success, Grants and Learning Services (SBVC)

Management Range: 22

Board Approved: 03/12/2020

P. 4|4

- Establish and maintain cooperative relationships between the College, community, service area Superintendents of Schools Districts, and key individuals, and with all persons contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- Possession of a Master's Degree or equivalent from an accredited institution or equivalent in any of the areas of supervision.

Required Experience:

- Two (2) years formal training, internship or leadership experience reasonably related to the administrative assignment.

Preferred Experience:

- Teaching experience as a faculty member at the community college level.
- One (1) year experience supervising WFD program

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.