

**San Jose · Evergreen Community College District  
Academic Management Job Description**

**Position:** Associate Dean, Noncredit Education

**Department:** Academic Affairs

**College:** SJCC or EVC

**Date:** 4/13/16

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**POSITION PURPOSE**

Under the direction of the Vice President, Academic Affairs or assigned administrator, the Associate Dean of Noncredit Education plans, develops, implements and supervises the noncredit instructional programs as well as other basic skills instructions and services for the college. The Associate Dean serves as a member of the Academic Affairs administrative team in collaboration with Student Affairs to provide leadership and support for the noncredit instructional program and student support services. The incumbent serves as a liaison to the Workforce Institute and works collaboratively to ensure institutional engagement in the requirements of the South Bay Consortium for Adult Education (SBCAE).

**NATURE and SCOPE**

The Associate Dean, Noncredit Education is responsible for integrating and implementing noncredit student support services and noncredit curriculum programs, including: Career Development/College Preparation (CDCP), English as a Second Language (ESL), Immigration Education (including citizenship), Elementary and Secondary Basic Skills (including supervised tutoring), Health and Safety, Courses for Adults with Substantial Disabilities, Parenting, Home Economics, Courses for Older Adults and Short-term Vocational, and Workforce Preparation. The emphasis for this position is to focus on noncredit programs of study leading to certificates and degrees, Career Pathway and college transition programs, basic skills instruction for development of college-level skills and major preparation, and general education requirement for associate degrees and transfer to four-year institutions, as well as curricular alignment with adult education in SBCAE.

**KEY DUTIES and RESPONSIBILITIES**

1. Oversee the college-wide noncredit instructional programs, development of new noncredit curriculum, and related services for students.
2. Provide coordination for the noncredit programs; conduct systematic assessment of student progress and learning outcomes; review and recommend changes to maintain relevance of programs to meet student and community needs.
3. Advise on instruction and plan curricular development and implementation of additional economic development programs.
4. Collaborate with Student Affairs to ensure noncredit students receive appropriate financial aid, orientation, assessment, education planning, intervention, and follow up services.
5. Assure regular review and revision of courses of study, implementing state/federal regulations, course classification, methods of instruction, taxonomy of programs, and other required information; act as liaison with other college divisions (e.g., communicate with Academic Senate, Curriculum Committee, and administrators of credit programs to facilitate integration of credit and noncredit programs).
6. Insure that noncredit course schedules are planned and developed to meet both student and college needs – maximizing student success and reaching FTES goals.
7. Facilitate maintenance of relevant curriculum appropriate to the college mission and promote/market the noncredit instructional programs.

8. Provide solutions to problems involving staff, students, and public on such issues as enrollment, registration, complaints, and personnel; monitor class size and cancellations.
9. Recommend instructional and general policies, conduct meetings to facilitate planning and collegial decision-making, and keep staff informed about issues and projects for the overall College instructional program.
10. Work with faculty and staff to assess students and continuously monitor their progress for success using appropriate data and research tools.
11. Provide administrative and technical support to the academic service that may include curriculum, program approval, instructional facilities usage, and well-equipped facilities/labs for student practice.
12. Identify and prioritize program needs, secure available funding, and strategically allocate and reallocate resources for both noncredit instruction and other basic skills instruction.
13. Supervise and evaluate the performance of assigned support staff; interview and participate in selecting instructors and support employees.
14. Participate in the development of college and district strategic plans, and education and facilities master plan.
15. Prepare, coordinate, and monitor budget, and administer external funding projects.
16. Maintain liaison with community organizations to keep programs current and consistent with community needs.
17. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. California Education Code, Title V, and federal and state regulations applicable to community colleges and specifically those applicable to noncredit education.
2. Instructional delivery modalities.
3. Development and evaluation of curriculum and programs.
4. Course articulation/alignment with credit courses and adult education courses.
5. Budget preparation and control.
6. Funding and budget methods and regulations regarding the use of funds.
7. Principles and practices of administration, supervision, and training.
8. Interpersonal skills using tact, patience, and courtesy.
9. District organization, operations, policies, mission, and objectives.

### **Skills and Abilities to:**

1. Plan, organize, and direct community college educational programs.

2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
4. Present a positive image of the college in the community.
5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt an effective course of action.
7. Plan and organize work to meet schedules and time lines.
8. Understand the needs of noncredit instruction and student support services in the context of the overall instructional programs and participate with the management team to coordinate projects and set goals and priorities for the College as a whole to offer effective services to students.
9. Develop grants or special project applications.

**Education and Experience:**

1. Master's degree in a discipline related to the educational administration.
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment; or
3. Possession of a California Community College Instructor Credential and/or Community College Supervisor Credential.
4. Experience in noncredit curriculum in adult education.
5. Record of involvement in basic skills instruction.
6. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**Working Conditions:**

1. Typical office environment.

Approved: 4/12/16

Salary Range: M 26

EEO-Category: 2B1 – Executive/Administrative/Managerial