

**ASSOCIATE DEAN OF CONTINUING AND COMMUNITY EDUCATION**

**DEFINITION**

Assists with the planning, organizing, and directing a number of district programs including: Workforce Investment Act, CalWORKs, and other fee-based activities. Provide support to the Dean of Instructional Services Continuing and Community Education for the day-to-day operations of Glendale Community College's Garfield site, including coordinating a complex set of activities and making certain the college's programs and services demonstrate sensitivity to the needs of culturally, economically, and linguistically diverse student population.

**SUPERVISION RECEIVED AND EXERCISED**

Under the direction of the Dean of Instructional Services Continuing and Community Education.

**EXAMPLES OF DUTIES**

Works closely with the Dean for the Garfield Campus and related satellite operations.

Provides direct support for the instructional and classified staff of Continuing and Community Education, Workforce Investment Act, CalWORKs and ancillary grants.

Serves on advisory and governance committee such as: Academic Affairs and Division Chairs.

Assists with the development and implementation of the noncredit instructional curricula.

Provides leadership and long-range planning for all programs and services within areas of responsibility.

Meets with Continuing Education division leaders and other key faculty on a regular basis to coordinate all instructional programs and services.

Meets with community leaders as needed to represent college interests in the areas served by Continuing Education programs and services.

Assists with the administration of federal, state, and district mandated operational guidelines, policies, and procedures relating to each of the Garfield Campus programs.

Performs related work as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Changing educational needs of the diverse student base of the greater Glendale area and the business community in which the college operates.

Non-credit, non-credit ESL, community services, grant applications and grant supervision, job training, CalWORKs, and adult basic education programs.

**Ability to:**

Build effective teams from diverse personnel and in working cooperatively with others.

## **QUALIFICATIONS (continued)**

Communicate effectively, both oral and written.

Motivate and supervise staff.

Prepare and manage budgets.

## **EMPLOYMENT STANDARDS**

### **Minimum Requirements:**

#### **Education:**

A minimum of a Master's Degree in any academic field from an accredited college or university.

#### **Experience:**

A minimum of two years of managerial experience in higher education demonstrating leadership, preferably in, but not limited to, noncredit education.

#### **Desirable:**

Demonstrated leadership in a higher, education academic setting.

Three or more years of managerial experience in higher education, preferable in noncredit education, or the equivalent.