Foothill-De Anza Community College District

Dean, Community Education

College: De Anza College Date: January 2002

POSITION PURPOSE

Reporting to the Vice President, Workforce and Economic Development, develops and administers a community service program for the College/District, which supplements and enhances the instructional and student activity programs of the College and District. Provides educational, enrichment, cultural and recreational classes/programs designed to satisfy a wide range of public interests.

NATURE and SCOPE

The Dean of Community Education supervises Community Services Assistant, Planetarium Specialist, Instructional Associate, Instructors, and Administrative Associate.

The Dean of Community Education is responsible for developing the Community Services budgets and determining the allocation of all funds. Monitoring program viability and determining termination; launching new programs; hiring staff; deciding which community and civic organizations will best represent the College and fulfill its mission; and selecting joint ventures with community, civic, and school districts.

KEY DUTIES and RESPONSIBILITIES

1. Produce a balanced program of self-supporting educational, cultural, social and recreational services for the community.

2. Develop and administer the Community Services program budget; direct the forecast of additional funds for staffing, capital equipment, materials and supplies; monitor and approve expenditures, implement mid-year adjustments; and ensure a positive bottom line for community services at the end of the fiscal year.

3. Innovate new directions and simultaneously seek fund development for Community Services programs, including District Short Course Program, Summer Sports Camp, and Extended Year Enrichment Program in conjunction with the Cupertino Union School District, Planetarium, Older Adult Studies, Senior Workshop and Space Science Camp.

4. Develop and implement a comprehensive marketing plan to promote community services, which would include printed material, community and media contacts, and special promotional events; establish and maintain working relationships with the City of Sunnyvale and the Cupertino Public Information Officers; interface regularly with the College Publications Office and the TV Center to ensure regular dissemination of upcoming events/activities.

5. Develop and strengthen ties with the off-campus community such as the Chamber of Commerce Board, Cupertino Chamber of Commerce, community, and service groups.

6. Interface with both College and District departments to facilitate efficient and effective community service programs and activities; establish contact with certified staff for hiring purposes as well as program development.

7. Develop and implement cooperative community educational/cultural activities with other institutions to improve education/cultural opportunities.

8. Provide leadership and participate in committees and meetings to include department, College/District, meetings and state level meetings.
9. Hire, train and evaluate Community Services staff to ensure successful and accountable program results.

10. Support, implement, and promote compliance with the District’s Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.

11. Assure compliance with the District’s Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

**EMPLOYMENT STANDARDS**

**Knowledge:**

1. Budgeting, accounting, forecasting.
2. Techniques outlined in hiring, training, supervising, and evaluating staff.
3. Local economy and workforce trends.
4. Community demographics and how they are used in marketing plans.
5. Marketing and promotional tools and techniques.
6. Knowledge of District policies and procedures, applicable laws, regulations, guidelines, and contracts.
7. Personnel management.
8. College governance policies.
9. Computers: commonly used software and communication mediums.

**Skills and Abilities:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Public speaking and problem solving skills.
4. Proven leadership and management skills.
5. Strong supervisory skills.

**Experience and Education:**

1. Advanced degree in Community Services Education or other related field.
2. One year of administrative experience, formal training, internship or leadership in any related field.
3. Three years experience in a management level position with community, civic and educational institutions, particularly in the area of program development.
4. Experience in developing, forecasting and administering budgets.
5. Proven track record in program development.
6. Experience working with a variety of businesses and industries in terms of workforce training.

**Working Conditions:**

1. Typical office environment

Date Approved: Revised January 2002
Grade: I
EEO-Category: H-11