

PERALTA COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT JOB DESCRIPTION

DEAN OF COMMUNITY PARTNERSHIPS AND ENGAGEMENT -September 2023

(Management Salary Range 3)

Job Code: 1077

CLASS PURPOSE

Reporting to the Vice President for Student Services, this position reflects College of Alameda's commitment to community engagement and partnership and to strategic initiatives that ensure that the college is rooted in the community. The incumbent will identify opportunities to best serve our underrepresented communities by being innovative and leveraging federal, state, and local funds to best serve students and address the educational opportunity gap. This position will be evaluated on an annual basis.

WORK SCHEDULE

This is a full-time, 12-month position. The basic expectation of administrators is a minimum of 40 hours per week and administrators are expected to work during normal business hours of the District unless otherwise approved by his/her supervisor.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Develop community partnerships aligned with SEA principles, Guided Pathways principles, and the colleges Education Master Plan; including partnerships with educational, industry, government, and community-based organizations to enhance and improve access to the college; and to improve student outcomes for economic and social mobility.
- Collaborate with administrators, faculty, staff, and external constituents to lead strategic initiatives and innovation.
- Apply for DOE institutional grants, local grants, state grants, and foundation grants aligned with access, persistence, retention, and completion; and to expand pathways for student success.
- Co-coordinate with instruction and student services to expand dual enrollment with AUSD, OUSD and charter schools in the area through innovative approaches

Job Description: Dean of Community Partnership and Engagement

- Planning, implementation, and coordination of the Adult Transitions Program
- Supervise activities of the Transitions Liaison and ABEG Design Team Coordinators
- Represent the College on the Working Group of the Northern Alameda Consortium for Adult Education in order to help develop and implement annual adult education work plans in the Peralta region
- Collaborate with the Transitions Liaison position funded with Adult Ed Block Grant funds and college faculty program leads to engage with Adult Schools, Community Based Organizations, Probation, Court, Community and Continuation High Schools, and others in the Peralta region to help students transition successfully into college programs
- Maintain operational, financial, and related records required by granting agencies and prepare reports.
- Responsible for ensuring regulatory compliance and for the management of the budget; coordinate with the college business office and district finance to monitor expenditures.
- Assists in the development of appropriate Student Services component evaluative methodology, research, statistical reports, and other outcome measurements to assess effectiveness, accomplishments, future needs, and in consultation with institutional planning.
- Serves on standing and ad hoc committees as required.
- Represents the college in local, regional, and statewide meetings and committees.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing office productivity software applications (i.e., word processing, spreadsheet, and database management software) including the Internet.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff, and community.

DESIRABLE QUALIFICATIONS

- Possession of a Doctoral Degree from an accredited college or university.
- Evidence of a commitment to Participatory Governance.
- Knowledge of state and federal laws, such as Title 5 and Education Code, as well as policies, programs, regulations, and services related to student recruitment, admissions, enrollment, retention, financial aid, matriculation, and records management.
- Skill in budget development, maintenance, and reporting related to general fund, grants, and other externally funded resources.
- Four (4) years of comprehensive and increasingly responsible management experience in instruction, or a related field.
- Two (2) or more years experience as a faculty member at a 2- or 4-year institution of higher education.
- Experience serving as a department/discipline chair or developing an academic program, writing grants, and designing curriculum.
- Skill in oral and written communication, including public speaking and complex reports.
- Skill in training, directing, supervising, and evaluating the work of others.
- Proficiency in the use of a variety of computer software and databases and technology related to student and other educational services.
- Effective organizational, communication and public relations skills.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping.
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.