

PERALTA COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT JOB DESCRIPTION

DIRECTOR OF ACADEMIC AFFAIRS

(Management Salary Range 1)

Job Code: 700

CLASS PURPOSE

Under the supervision of the Vice Chancellor of Academic Affairs and Student Success, the Director of Academic Affairs will provide leadership for the development and growth of distance education, dual/concurrent enrollment, noncredit and Career Education grant programs (SWP and Perkins). The Director manages the budget and assigns staff. The Director will interpret, articulate, implement, and monitor compliance with appropriate laws, regulations, labor contracts and policies and represents the Office of Academic Affairs and Student Success on various college, District-wide and regional committees.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Develops and implements goals, objectives, policies, and priorities for the dual enrollment, Distance Education and Noncredit programs; recommends, within program policy, appropriate service levels and resources; recommends and administers policies and procedures.
- Monitors and supports proper reporting of Strong Work Force and Perkins grant funds.
- Works closely with the Distance Education, Dual Enrollment and Noncredit Coordinator to support the growth and success of the programs.
- Assists in the implementation of various State initiatives impacting Academic Affairs. Serves as resource for the colleges on such initiatives.
- Plans the proper use and reporting of district Regional Strong Work Force Program funds.
- Supervises Distance Education services for students and faculty using Canvas.
- Provides leadership for the development of the PCCD Distance Education program.
- Works effectively with faculty Distance Education Coordinators to support faculty professional development and use of best practices.
- Provides leadership on ensuring Distance Education program meets Board Policy, State law and other compliance mandates.
- Manages grants relevant to Academic Affairs initiatives.
- Provides necessary district leadership for dual enrollment courses to be offered at high schools.
- Leads the support of effective implementation of PCCD CCAP agreements.

Job Description: Director of Academic Affairs

- Maintains current MOUs for dual enrollment partnerships where needed.
- Serves as liaisons for high school partners including school districts, charter schools and regional collaborations and committees.
- Serves to support matriculation process for dual enrollment and local Promise students.
- Coordinates and leads local Promise initiatives.
- Monitors and supports the institutionalization of equity in related programs.
- Provides necessary district leadership for noncredit courses and certificates.
- Provides leadership on ensuring PCCDs Noncredit program meets Board Policy, State law and other compliance mandates.
- Manages and participates in the development and administration of the program budget; monitors program expenditures to ensure compliance with established laws and regulations, as well as funding agency requirements.
- Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in related fields.
- Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- Provides leadership and administrative direction for compilation and analysis of data to support district and college efforts in development and maintenance of programs, including information on grants and other student success opportunities.
- Represents Academic Affairs on a variety of committees and subcommittees under the district's shared governance structure. Serves as a resource to the Vice Chancellor on the status and issues of programs.

KNOWLEDGE, SKILLS, AND ABILITIES

- Background in higher education instructional services, including noncredit, distance education and/or noncredit course/program development.
- Understanding of curricular and pedagogical issues encountered by faculty and administrators.
- Experience in developing collaborative activities related to program development and partnerships with K-12 schools, community organizations and agencies.
- Knowledge of current State initiatives impacting academic and student success.
- Experience working collaboratively with faculty leadership in developing programs of distinction.
- Knowledge of effective uses of shared governance for program development.
- Ability to communicate effectively in writing and orally.
- Experience with budget development and effective use of resources.

Job Description: Director of Academic Affairs

MINIMUM QUALIFICATIONS

- Possession of a Master's Degree from an accredited college or university in a discipline represented within the Peralta Community College District curriculum, and five years of successful full-time experience in administrative or management positions in education, business, industry, or government.
- Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with 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.