



JOB TITLE: ASSOCIATE DEAN, LIBRARY AND LEARNING RESOURCES

Classification: Educational Administrator Retirement Type: STRS*
Salary Range: 13 Revised/Board Approved: February 22, 2023

BASIC FUNCTION:

Under the direction of the Dean of Library and Learning Resources, the Associate Dean of Library and Learning Resources directs the administration of the development, oversight, and implementation of policies, processes, and programs related to dual enrollment, non-credit courses, and other programs as assigned. In consultation with the direct supervisor, this position provides leadership for assigned strategic initiatives and the effective use of resources to enhance academic planning, enrollment, student access and success, and overall academic quality across assigned programs and within the Library and Learning Resources division.

REPRESENTATIVE DUTIES:

Develop and implement goals, partnerships, and programs to drive the growth of dual enrollment, noncredit enrollment, and other assigned initiatives. Support the College's overall enrollment goals by developing strategies that meet the needs of El Camino College's high school partners and noncredit students.

Evaluate, analyze, and interpret quantitative, qualitative, and historical enrollment data trends for dual enrollment and noncredit courses. Translate data into insights and narratives in consultation with Institutional Research and Planning. Prepare analytical and statistical reports. Communicate findings in a clear and effective way throughout the college and make recommendations to grow dual enrollment and noncredit enrollment while strengthening retention rates.

Oversee the development, administration, and maintenance of contracts, agreements, and MOUs with partnering schools and districts. Ensure that data elements and contractual requirements are fulfilled and are in accordance with College policies and applicable federal and state laws. Work with high school partners and division deans to develop dual enrollment schedules.

Work collaboratively with Career and Technical Education (CTE) deans and faculty to assess labor market data and provide information regarding the College's Career Pathways program.

Collaborate with CTE deans to build partnerships with industry, develop pathways in support of the Career Pathways initiative, and support Strong Workforce programs focused on K-12 college pathways.

Coordinate the development and monitoring of curriculum in consultation with division deans and faculty to design comprehensive offerings of noncredit classes which meet the needs of a diverse student population. Gather input from advisory committees as needed.

Engage in participatory governance at college meetings, committees, and other official functions. May organize, participate in, and chair committees. Serve on appropriate community committees as a representative of the District.

Work closely with faculty and applicable stakeholders to foster positive partnerships with feeder high schools.

Recruit, hire, and train personnel. Orient new personnel and determine professional development needs, as needed. Communicate goals of assigned programs to employees. Assess priorities for dual enrollment, noncredit, and other assigned programs in consultation with direct supervisor. Evaluate work performance of staff and provide feedback in compliance with District policies and procedures.

Work cooperatively with other administrators and academic departments to ensure seamless student enrollment and streamlined access for students enrolled in dual enrollment or noncredit to programs and services that meet student needs and resolve conflicts and issues.

Perform assigned program management responsibilities. Ensure that programming initiatives are progressing in a timely manner and realizing the intended outcomes.

Stay informed of developments in the field, legal and/or regulatory compliance changes, and District policies and procedures which may affect operations and enrollment. Participate in ongoing professional development to remain current and engaged with appropriate professional contacts and organizations.

Represent and serve as a backup for the Dean in their absence for administrative functions, as well as at college meetings, committees, and other official functions as requested.

Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

Perform other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree or the equivalent.*

Three (3) years of full-time related work experience in academic affairs, student services, outreach, recruitment, or school relations activities.

One (1) year of formal training or leadership experience related to the position.

Must be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.

* Equivalency to be determined using the El Camino College District Board Policy 4119, Equivalence to the Minimum Qualifications.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Dual enrollment or noncredit experience

Planning

Data Analysis

Teaching in Post-Secondary Education

Report Writing

Knowledge of FERPA requirements.
Knowledge of student information systems.
Knowledge of admissions policies and procedures.

Abilities/Skills:

Interpret and apply a variety of rules, regulations, policies, and guidelines including Federal and state legislation and California Education Code.
Analyze problems.
Effectively counsel and assist staff, faculty, administrators, and the general public.
Communicate effectively both orally and in writing.
Review and analyze data and make recommendations.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Assign and review the work of others.
Work independently with little direction.
Use personal computer and operate standard office equipment with proficiency.
Ability to meet schedules and deadlines.

Licenses or Other Requirements:

Valid California driver's license

WORKING CONDITIONS:

Must be able to drive to offsite locations periodically.
Must be able to move from one work area to another.
Requires hand, wrist, finger dexterity to operate various office machines.
Must be able to work in a multicultural, diverse work environment.
Must be willing to work evening hours and/or weekends on occasion for special events.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.