



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT  
POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Dean of Extended Education		
<b>JOB CLASSIFICATION:</b>	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	55		
<b>HOURS PER DAY:</b>	Up to 8		
<b>HOURS PER WEEK:</b>	Up to 40		
<b>MONTHS PER YEAR:</b>	Up to 12		
<b>REPORTS TO:</b>	Assistant Superintendent/Vice President of Instruction or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To plan, develop, organize, promote, coordinate, and monitor the operations of the extended education locations and the Interactive Television network (ITV); to evaluate, develop, and implement college policies and procedures related to the operations and activities of assigned division; to oversee programs and services related to major initiatives such as the Adult Education Block Grant; and to coordinate, integrate, and promote courses and programs throughout the tri-county region; to develop, evaluate, and implement enrollment management planning for the extended education service area(s). Serves as administrator in charge of the daily operations of the Tehama Campus. Employees in this classification receive administrative direction within a framework of general guidelines, and direct, supervise, and formally evaluate the work of faculty and classified staff. This job class exercises responsibility for the development and implementation of an effective community college instructional center, which is equivalent to the responsibility for the effective operation of an academic division. This is a middle management educational administrative position that requires strong administrative skills.

**TYPICAL DUTIES**

- Plans, directs, coordinates, supervises, and promotes the activities and operations of extended education locations and the ITV network.
- Supervises and coordinates extended education instructional programs in the tri-county area; ensures collaboration with campus instructional departments.
- Supervises and coordinates the daily operations of custodial, maintenance, and grounds services at each Extended Education campus.
- Coordinates safety and student disciplinary matters at each Extended Education campus, including first-level student hearings.
- Coordinates assessment, counseling, orientation, and other student service related activities at each Extended Education campus
- Supervises and coordinates technology related services at each Extended Education location.
- Develops, coordinates, and administers budget; monitors and controls expenditures; approves facility use requests.

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- Communicates and interprets the curriculum in conjunction with campus instructional departments.
- Determines staffing needs and makes appropriate recommendations.
- Develops course schedules.
- Ensures the provision of appropriate facilities, supplies, and equipment for effective Extended Education operations.
- Coordinates with instructional deans to recruit and assign part-time faculty to meet the course needs at the Extended Education campuses.
- Develops and maintains list of qualified and available substitute instructors.
- Participates in a variety of administrative, board, and other meetings; conducts; meetings; organizes, advises, and facilitates appropriate advisory and community committees; prepares and distributes information, agendas, minutes, etc.
- Travels to Extended Education locations throughout the District.
- Oversees proper enrollment practices and maintenance of applicable forms at the various sites.
- Visits and observes classes; supervises activities and resolves problems as needed.
- Promotes cooperative relationships with community and regional agencies.
- Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff; administers employment contracts; orients and informs staff of District/department policies and procedures.
- Coordinates with, and provides assistance to, instructional deans for the evaluation of part-time faculty teaching at extended education sites.
- Coordinates with student services programs to ensure district wide support.
- Oversees planning and coordination of activities and programs related to major initiatives as assigned, such as the Adult Education Block Grant.
- Assists in the development of partnerships with four-year institutions, in coordination with instructional and student services departments.
- Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- principles and practices, laws and regulations of community college academic programs.
- program planning, development, and implementation.
- proper budget development and implementation practices and methods.
- principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and development; and affirmative action policy.

*Ability to:*

- plan, direct, and manage the activities and operations of a community college off-campus locations.
- prepare and present effective reports, recommendations, and correspondence.
- effectively communicate in both oral and written forms.
- direct, supervise, and formally evaluate the work of others.

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- establish and maintain effective work relationships with those contacted in the performance of required duties.
- travel and make visits to off-campus extended education locations in the District.

*Possession of:*

- A valid California driver's license and evidence of appropriate vehicle insurance, based on DMV regulations.

**QUALIFICATIONS**

*Education/Experience Required:*

- Master's degree from an accredited institution, or the equivalent, and two years formal training, internship, or leadership experience reasonably related to assignment.
- Supervisory experience, preferably at an educational institution

**APPROVALS**

Date Created/Revised: N.D. / 4/29/2014 / 11/2016

Cabinet Reviewed: 4/29/2014 / 11/8/2016

Board Approved: 5/14/2014 / 12/14/2016

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)