



DEAN, COMMUNITY EDUCATION

DEPARTMENT:

COLLEGE: De Anza

SALARY GRADE: [A2/A3 - I](#)

POSITION PURPOSE:

Reporting to the Associate Vice President of Communications and External Relations, develops and administers a community service program that supplements and enhances the instructional and student activity programs of the College. 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 the Community Education Web Support and Marketing Specialist; Community Education and Planetarium Assistant; Community Education Programs, Lead; Program Coordinator II; Planetarium Technical Director; Community Education Assistant (hourly); Planetarium Show Presenter and Technical Assistant (hourly); and short-term, temporary instructors.

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 relevant joint ventures with community, civic, and school districts.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

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 Education programs, including extended year and short courses, and community programs of the Fujitsu Planetarium at De Anza College, with particular attention to the ways in which technology can be used to support, develop and augment the programs.
4. Oversee the development and implementation of a comprehensive marketing plan to promote Community Education, including collaboration with the College Office of Communication.
5. Develop and strengthen ties with members of the off-campus community such as the Chamber of Commerce Board, Cupertino Chamber of Commerce, community, and service groups.
6. Interface with College 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 College departments and other institutions.

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 College and District equity planning 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.
12. Perform related duties as required.

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 and program planning.
5. Understanding of business principles.
6. Use of technology to leverage educational programming.
7. Knowledge of District policies and procedures, applicable laws, regulations, guidelines, and contracts
8. Personnel management.
9. College governance policies.
10. Computers: commonly used software and communication mediums.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, 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.

Education and Experience:

1. Master's degree in related field.
2. One (1) year of experience in a management level position with a community, civic or educational institution, particularly in the area of program development.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.

5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Revised: January 2002; September 2015

Ed Code: H-10

Creditable Service: PERS