



Office of Human Resources and Equal Opportunity Administrator Job Classification

ASSOCIATE DEAN, LEARNING COMMUNITIES

DEPARTMENT: Equity and Engagement

COLLEGE: De Anza

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

POSITION PURPOSE:

Reporting to the Division Dean of Equity and Engagement provides leadership and program expertise in the implementation of the goals and objectives for Learning Communities in the context of SSSP and Student Equity. The primary responsibilities of the Learning Communities Associate Dean include but are not limited to, 1) planning, developing, integrating, and coordinating new and existing instructional, counseling, retention, and transfer support services and activities designed to facilitate the success of students in learning cohorts in Student Success and Retention Services, 2) ensure equitable opportunities for academic success and retention, and 3) promote student interest and engagement in Learning Communities.

NATURE and SCOPE:

The Learning Communities Associate Dean will work closely with a very wide range of campus and community stakeholders. The Associate Dean will provide leadership in developing an effective, integrated approach for supporting students in developmental learning cohorts. The Associate Dean will:

- Maintain instruction, counseling and academic support services for a diverse population of students who have stated their academic goals as transfer and/or completion of a degree.
- Provide leadership in the implementation of retention and transfer readiness strategies and pathways for students.
- Provide leadership in the improvement, expansion, and extension of Learning Communities.
- Work closely with Learning Communities faculty and with supporting services in counseling, advising, equity, tutorial and mentoring, institutional research, and assessment, and community and industry representatives in order to achieve planned goals.

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

- 1) **Improve and expand Learning Communities program**
 - a) Assist in developing plans for the sustainable enhancement and expansion of existing programs.
 - b) Assist in developing a sustainable plan for expanding Learning Communities to STEM areas.
 - c) Research additional successful cohort programs at other colleges and make recommendations for their possible implementation.
 - d) Work in conjunction with College Outreach to develop partnerships with high schools that enhance student preparedness and improve equity goal attainment
 - e) Work with Guided Pathways Villages coordinator to cross-implement effective practices across both programs.
- 2) **Develop and monitor program operations and services including**
 - a) Employee work schedules, personnel assignments and responsibilities.
 - b) Maintenance of SSRS student lounge area
 - c) Program scheduling and student registration -- Collaborate with faculty, department chairs, deans, Enrollment Services and Scheduling Office to schedule Learning Communities offerings and ensure students successfully enroll in program offerings.
 - d) Monitor, publish and disseminate yearly scheduling and registration plans.
 - e) Bi-weekly meetings with cohort program counselors/coordinators.
- 3) **Develop, administer and maintain the program operating budget**
 - a) Submit necessary paperwork for budget expenditures

- b) Seek out and participate in opportunities for increasing the program's fiscal resources.
 - c) Prepare and submit fiscal reports.
- 4) **Ensure effective recruitment in Learning Community programs and activities.**
 - a) Work with counselors, advisors, and discipline faculty to identify students best served by Learning Communities.
 - b) Participate in outreach activities that increase awareness and participation in such programs.
 - c) Develop and implement a plan to increase the recruitment of traditionally underrepresented groups including first-generation-to-college students.
 - d) Work collaboratively with Office of Communications to develop internal and external promotional materials for the program.
 - 5) **Work collaboratively with faculty on curriculum and professional development to meet student instructional needs.**
 - a) Support faculty in identifying curricular gaps and areas for growth in Learning Communities.
 - b) Support faculty in developing culturally responsive curriculum.
 - c) Coordinate a comprehensive professional development program for faculty and staff participating in Learning Communities to integrate culturally responsive and relevant practices into Learning Communities
 - d) In collaboration with the program coordinators, recruit and train faculty to teach for Learning Communities.
 - 6) **Conduct faculty, classroom and counseling session evaluations when appropriate.**
 - 7) **Manage efficient, effective, and sustainable tutorial support for Learning Communities.**
 - a) Oversee the hiring, training, scheduling and supervision of peer mentors/tutors for the program.
 - b) Assist with ASB tutorial funding request preparation and presentation.
 - 8) **Supervise and lead the process to evaluate the program's effectiveness**
 - a) Facilitate and coordinate the development and evaluation of Program and Student Learning Outcomes.
 - b) Conduct research, evaluate, and report program effectiveness in increasing Learning Community success rates and attaining equity goals.
 - c) Maintain program qualitative and quantitative data and provide regular reports, including student learning outcomes, program review, equity planning, and other campus assessment activities.
 - 9) **Represent the program in both internal and external meetings by**
 - a) Participating in appropriate campus-wide committees and task groups.
 - b) Representing Learning Communities in meetings related to student equity, transfer, Guided Pathways and retention issues.
 - 10) **Coordinate with Other Stakeholders involved in Student Success and Equity**
 - a) Tutorial and mentoring programs
 - b) Counseling and Advising
 - c) Office of Equity, Social Justice and Multicultural Education
 - d) Guided Pathways coordinator and Guided Pathways Villages coordinator e) Financial Aid
 - f) Other campus Learning Communities
 - g) Office of Assessment
 - h) Disability Support Services
 - i) Discipline faculty
 - j) Community and industry stakeholders

EMPLOYMENT STANDARDS

Knowledge:

1. Program development and curriculum experience.
2. Background in diversity issues.

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. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.
3. Plan, organize and coordinate a variety of initiatives, projects, and activities related to the day-to-day operation of Learning Communities support services.
4. Demonstrate effective leadership in coordinating a diverse range of college partners involved in Learning Communities success and equity efforts.
5. Analyze and evaluate data for specific use.
6. Interpret and apply rules, regulations, policies and procedures.
7. Prioritize workload and conflicting demands, and complete duties in a timely fashion.
8. Effectively work in a demanding environment.
9. Effectively communicate orally and in writing, with a variety of student, staff and management groups; work cooperatively with others; make effective presentations.
10. Utilize problem solving skills.
11. Effectively plan and monitor budgets.
12. Utilize computers to enhance effectiveness of programs.

Education and Experience:

1. Master's degree from an accredited institution in a discipline typically taught within the Learning Communities program including counseling.
2. One (1) year of supervisory/leadership experience in an area related to Learning Communities or similar campus-wide, equity-minded program.

Preferred Qualifications:

1. Experience in working with first-generation-to-college students
2. Experience with programs involved in encouraging the success of underserved students.
3. Bachelor's or Master's Degree in Counseling or other disciplines typically taught within the Learning Communities program.
4. Additional (more than one year) supervisory/leadership experience in Learning Communities or similar campus-wide, equity-minded program.
5. Experience working in a community college environment.

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.

Credible Service: STRS