



**Dean,
Non-Traditional Education, Partnerships, and Early College Credit**

BASIC FUNCTION

Under the direction of the Vice President for Academic Services, the Dean of Non-Traditional Education, Partnerships, and Early College Credit plans, organizes, administers, develops, and evaluates programs, projects, and activities related to non-traditional education, including non-credit instruction, dual enrollment/early college credit, credit by examination, adult education, workforce development initiatives, and special projects; provides leadership and works collegially with faculty and staff to deliver high-quality educational services; and supervises and evaluates the performance of assigned full-time faculty, part-time faculty, classified staff, and student workers.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are assigned to plan, organize, manage, and provide leadership for a large instructional and instructional support program focused on non-traditional education, including non-credit instruction, dual enrollment/early college credit, and adult education; the Dean oversees program development, curriculum review in collaboration with faculty, instructional services, and special projects, and supervises faculty and staff while ensuring programs remain responsive to student and community needs and aligned with District priorities.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified.

1. Plan, organize, coordinate, manage, and evaluate non-traditional instructional and instructional support programs, including non-credit instruction, dual enrollment/early college credit, credit by examination, adult education, and workforce development initiatives in accordance with legal requirements, District policies, and sound educational practices.

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2. Establish program goals and objectives; assess needs for new and expanded programs and facilitate their development and implementation in alignment with District priorities.
3. Review and evaluate curriculum in collaboration with faculty and appropriate governance bodies; support the development, revision, and approval of courses and programs.
4. Direct and coordinate scheduling, instructor assignments, and workload in accordance with qualifications, enrollment needs, and contractual requirements.
5. Supervise, evaluate, and support full-time faculty, part-time faculty, classified staff, and student workers in accordance with District policies, procedures, and collective bargaining agreements.
6. Develop annual budget recommendations; monitor expenditures; and pursue external funding opportunities, including grants and partnerships.
7. Coordinate and maintain partnerships with K–12 districts, higher education institutions, business and industry partners, and community organizations to expand program offerings and workforce pathways.
8. Identify regional workforce and educational needs and collaborate with faculty and partners to develop responsive programs and training opportunities.
9. Analyze data, prepare reports, and evaluate program effectiveness to support continuous improvement and student success.
10. Ensure compliance with applicable laws, regulations, accreditation standards, and District policies.
11. Participate in District planning processes, participatory governance, accreditation activities, and assigned committees.
12. Facilitate resolution of student, faculty, and staff issues, concerns, and complaints in accordance with established procedures.
13. Coordinate and oversee special projects and initiatives as assigned.
14. Represent the District in local, regional, and state meetings related to non-traditional education and workforce development.
15. Perform related duties as assigned.

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QUALIFICATIONS

Knowledge Of:

- Principles and practices of instructional program development, evaluation, and administration
- Curriculum development processes within a higher education environment
- Applicable federal, state, and local laws, regulations, and accreditation standards
- Budget development, fiscal management, and resource allocation
- Workforce development and community partnership strategies
- Data analysis and program assessment methods

Skills and Abilities To:

- Plan, organize, and manage multiple programs and initiatives
- Supervise and evaluate faculty and staff effectively
- Communicate clearly and effectively with diverse groups
- Analyze data and use results to support decision-making
- Develop and manage budgets and external funding sources
- Establish and maintain effective working relationships with internal and external partners

Education and Experience:

Master's degree from a regionally accredited institution in a discipline related to the assigned area, AND

One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND

Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

OR

Possession of a lifetime California Community College Chief Administrative Officer Credential, AND

Two (2) years of recent management experience in an institution of higher education, AND

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Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Work is primarily performed in an office environment with frequent interaction with students, faculty, staff, and external partners. The position requires occasional travel to off-campus sites, including K–12 schools, community locations, and employer sites. The work environment involves regular interruptions, multiple priorities, and meeting strict deadlines.

Physical Demands:

Must be able to work at a desk, conference table, and in meetings of various configurations; sit for extended periods of time; stand for limited periods; see to read printed materials; hear and understand speech at normal levels; communicate clearly and effectively; use hands and fingers to operate office equipment and a computer for extended periods of time; and move throughout campus and off-site locations. May occasionally lift and carry objects weighing up to 10 pounds.

Mental Demands:

Must be able to work effectively in a fast-paced environment with frequent interruptions; manage multiple assignments, projects, and deadlines; exercise sound judgment and decision-making; analyze information and interpret policies and regulations; communicate effectively with diverse constituencies; and work independently and collaboratively while maintaining professionalism and attention to detail.

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