SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: VICE PRESIDENT, SCHOOL OF EXTENDED LEARNING

BASIC FUNCTION:
Under the direction of the Superintendent/President, the Vice President of the School of Extended Learning is responsible for integrating and implementing noncredit student support services and noncredit curriculum programs, including: Career Development/College Preparation (CDCP); English as a Second Language (ESL); Immigration Education (including citizenship); Elementary and Secondary Basis Skills (Including supervised tutoring); Health and Safety; Courses for Adults with Substantial Disabilities; Parenting; Home Economics; Courses for Older Adults; Short-term Vocational and Workforce Preparation; administration of the Adult Education Block Grant and oversight of the college’s fee-based and contract education; and oversight of the college’s Dual Enrollment program.

The emphasis for this position is to focus on noncredit programs of study leading to certificates and degrees, Career Pathway and college transition programs, and basic skills instruction for development of college-level skills and major preparation.

REPRESENTATIVE DUTIES:
- Provides leadership in the overall development and expansion of the School of Extended Learning, with an emphasis on development of non-credit courses focused on career development and certificate completion and dual enrollment.
- Plans, organizes, administers, develops, and evaluates programs, projects, and activities of assigned academic departments and programs; provides leadership (and works collegially with) faculty and staff to offer high quality educational services for students; and supervises and evaluates the performance of assigned faculty, managers, classified staff, and student workers.
- Establishes and maintains relationships with local educational agencies, employers, government bodies, non-profit agencies, economic development organizations, and non-governmental organizations for the purpose of serving the workforce training needs of the District and identifying additional program resources.
- Develops strategies to maximize the offering of both fee-based courses and non-credit courses to provide educational opportunities to the community.
- Provides leadership in the areas of program and curriculum development, program assessment and review, program improvement, and staff development.
- Collaborates with the Executive Vice President and area deans to create and sustain course offering and pathways for dual enrollment students and the college.
- Collaborates with the Executive Vice President and area deans to create and sustain pathways for non-credit students into credit programs.
- Facilitates regular meetings to coordinate staff and faculty activities to build a sense of common purpose and action for the School of Extended Learning.
Supervises the assessment of instructional program outcomes, especially those related to student success, within the assigned area, and assure the development and implementation of improvement plans based on assessed outcomes.

- Interprets and administers college policy with respect to class size and course offerings, including faculty loads, teaching schedules, officer hours, and room assignments.
- Prepares periodic cost analysis reports for each program in the areas.
- Prepares annual budget recommendations with the participation of faculty and staff; participates in the planning processes of the District; plans for and anticipates changes to programs based upon local and national trends; executes assigned budget centers within the guidelines set by the District; sets budget priorities for the programs and projects within the area; administers the Adult Education Block Grant and the Workforce Innovation and Opportunity Act Grant and other restricted funding sources.

- Reports through established formal channels on how the college’s educational goals are being achieved.
- Collaborates with appropriate faculty, staff, and regional education leaders to assure instructional program and course articulation is current and aligned with the current workforce and community demands.
- Provide leadership for the assessment, analysis, marketing, development, implementation, and evaluation of a community education program that meets the needs of the college's diverse population.
- Plan, develop, and organize fee-based classes, workshops, events to ensure the program success as a profit center.
- Provide leadership for marketing and recruiting students for non-credit course and non-traditional programs.
- Work with community leaders and provide leadership in the assessment, analysis, and planning for off-site learning centers.
- Evaluate staff and program effectiveness, organize committees for the hiring process and assure compliance with district personnel policies, procedures and practices for the employment of faculty, classified staff, management, students and short-term, temporary and substitute workers.
- Provide leadership in the development of long-range plans, annual goals and objectives, and evaluative measures to ensure the ongoing commitment to quality and excellence in the School of Extended Learning.
- Promote and market Contract Education programs and services for business and industry; and identify and initiate contacts of prospective clients for customized trainings.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- the mission of the California Community Colleges.
- strategies to effectively meet the needs of our diverse student population.

September 2018
• career technical education issues, trends and policies, particularly as they pertain to community colleges.
• changes, opportunities and challenges of Adult Education programs.
• California Community College funding, especially as it relates to Adult Education and Workforce Development.
• unique characteristics related to basic skills, student success, and student equity.
• enrollment management initiatives to optimize enrollment and student success.
• management approaches that encourage creativity and promote teaching excellence.
• the disciplines for which this position is responsible.

ABILITY TO:
• form strategic partnerships with community stakeholders.
• communicate needs of departments effectively to senior management.
• effectively address the needs of our diverse student population and demonstrate sensitivity to and cultural awareness of a diverse student body and workforce.
• work collaboratively with faculty and staff and to function effectively in a shared governance environment.
• develop and manage budgets.
• initiate and manage new instructional programs and projects.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: master’s degree and one-year increasingly responsible experience working with instructional or student support programs.

PREFERRED QUALIFICATIONS:
• Demonstrated experience in noncredit curriculum development.
• Demonstrated experience in the promotion and development of partnerships with industry, educational, and community organizations.
• Demonstrated experience effectively working with a diverse student body and workforce.
• Possession of excellent interpersonal communication skills and experience in conflict mediation.
• Experience and demonstrated leadership in the following areas: strategies for promoting student learning, retention and achievement while maintaining academic standards; application of technology and alternative delivery systems to instruction; curriculum development and evaluation; and professional development of faculty and instructional staff.
• Demonstrated success in grant writing, acquisition of grants and donations, and managing grant-funded projects.
• Experience in working with community resources to generate support for college programs.
• Experience with applications of technology and alternative delivery systems to instruction.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

September 2018
WORKING CONDITIONS:
ENVIRONMENT:
Office environment.
Frequent interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Regular operation of a computer keyboard and other standard office equipment.
Reading a variety of materials.
Ability to remain in a stationary position (sitting or standing) for extended periods of time.
Communicating and expressing oneself clearly on a variety of topics in conversation with, and in presentations to, staff, students, and Board of Trustees and community members.
Hearing and speaking to exchange information.
Bending at the waist, kneeling, or crouching.
Mobility to reach various campus locations.
Reaching overhead, above the shoulders, and horizontally.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.