**BERGEN COMMUNITY COLLEGE**

**JOB DESCRIPTION**

**TITLE:** Dean of the Ciarco Learning Center

**DEPARTMENT:** Ciarco Learning Center/Academic Affairs

**FUNCTION:** Creates and directs programs that promote quality of life through language acquisition, acculturation, and the development of workplace skills for employment and job advancement. Partners with faculty and all levels of management to develop and expand program and course offerings. Actively cultivates and maintains community relations to advance the Ciarco Learning Center’s (CLC) mission and markets the robust array of available educational opportunities. Oversees the day to day operations of CLC’s staff, faculty, instructional activity, programming, facilities and operations.

**REPORTS TO:** Vice President of Academic Affairs

**SUPERVISES:** Offices Services Supervisor; Senior Project Secretaries; Project Secretary; Project Director (Grant Funded); and full and part-time Instructors

**MAJOR RESPONSIBILITIES:**

Responsibilities include but are not limited to:

1. Develops and directs programs that promote quality of life through language acquisition, acculturation, and the development of workplace skills for employment and job advancement.
2. Collaborates with faculty and management to create, implement and expand programs including English as a Second Language and American Language; and course offerings for college degree and non-degree credit, Flexible Start accelerated credit, employment preparation and job training, and a wide variety of other general education, certificate and degree classes.
3. Partners with Academic Deans and Student Support Services to articulate and promote clear pathways from non-credit to credit courses; actively markets the benefits of academic development and the expansion of opportunities for personal and professional growth.
4. Oversees the day to day operations of the CLC’s staff, faculty, instructional activity, programming, facilities and operations.
5. Coordinates instructional and related activities with the Scheduling Office including recruiting and assigning faculty to classes, creating an instructional master schedule, pairing classrooms with courses for the semester, monitoring enrollment, and recommending class section cancellations and additions to the appropriate Vice President.
6. Works with appropriate College departments to provide academic support for CLC students and programs; oversees the student intake and placement assessment.
7. Partners with Grants Administration to develop and submit appropriate grant projects and to oversee their implementation, including managing grant resources, recruiting grant staff, overseeing budgets, and providing any reports as required.
8. Facilitates and participates in the performance evaluation and hiring process for students, non-direct staff and faculty.
9. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives;
prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
10. Prepares, tracks, monitors and adheres to an annual budget.
11. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
12. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
13. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Understands basic accounting practices and budget preparation. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree in Education or related field required; PhD is a plus

Experience: Minimum of 7 years of experience with grant and project implementation, management, and administration. Prior experience in the field of Adult Education is highly desirable

Submitted by: __________________________ Date: ____________
Name/Title

Approved by: __________________________ Date: ____________
Name/Title

Reviewed by: __________________________ Date: ____________
Human Resources

Board Approval: _________________________ Date: ____________
Board Member

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE