

ATTACHMENT #4

**ASSOCIATE DEAN
FIRE TECHNOLOGY**

GENERAL RESPONSIBILITIES

Responsible to the Dean, Human Services & Technology for the planning, development, delivery, staffing and evaluation of Fire Technology programs and services; performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL AND CAREER EDUCATION PROGRAMS

Overall responsibility for all aspects of Fire Technology programs including planning, development, delivery, recruiting, marketing, curriculum, scheduling, equipping, staffing, funding, and evaluation; negotiation of contracts including Instructional Service Agreements, training facilities contracts, vendor contracts, and partnership agreements; planning, development, and supervision of the Regional Fire Training Facility; admissions, graduation and compliance with and reporting of certification requirements; approval of curriculum proposals, course outlines, and instructional materials; supervising the effectiveness of all programs, activities and services and their responsiveness to the needs of a culturally diverse community; implementation of District policy and regulations, supervises program and personnel compliance with applicable laws and regulations; maintains records and submits reports; represents Santa Ana College with Joint Powers Training Center Central Net staff as well as other participating fire service agencies, and CAL FIRE – Office of the State Fire Marshal; works with CAL FIRE and other fire service agencies to ensure proper scheduling of all courses/academies in appropriate facilities and in a timely manner in accordance with CAL FIRE accreditation standards; projects and monitors the annual production of FTES as a result of academy/course operations; projects and monitors costs related to academy/course operations; advises individuals interested in a law enforcement career.

Identifies contract training opportunities, interviews prospects and develops proposals for contract education and funding; oversees the design, delivery, staffing, funding and evaluation of instruction to public and private safety entities pursuant to contracts; reviews programs for compliance with applicable laws, regulations, District policies and procedures; is responsive to the needs of a culturally diverse community in order to increase access to college programs.

PERSONNEL

Responsible for or effectively recommends the hiring, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, direction and evaluation, and adjustment of grievances of all assigned staff; ensures compliance with district policies, rules, regulations, and collective bargaining agreements; monitors all personnel related to Fire Technology operations to insure proper processing and payment for services rendered.

STUDENTS

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance, the resolution of student problems and complaints, and the maintenance of student records; identifies community needs for courses, and negotiates contracts for providing instruction and training within the parameters of written delegated authority.

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DESIRABLE QUALIFICATION GUIDE (CONT'D)

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of budgets; collects revenues, maintains accurate records and prepares required reports; identifies and secures funding for programs and prospects for services provided under contract.

PLANNING

Responsible for evaluating potential offerings, opportunities, and means of maximizing instructional contract capabilities to public and private entities; analyzes demographics and proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials.

COMMUNITY CONTACT/REPRESENTATIVE

Maintains highly visible presence with public safety agencies including, but not limited to, attendance at CCC Fire Directors meetings, Orange County (OC) Fire Chiefs Association meetings, OC Training Officers Association meetings, and Inland Empire Training Officers meetings. Represents the District on local and state levels on matters related to the position to enhance Fire Technology training opportunities for the District.

OTHER PROFESSIONAL RESPONSIBILITIES

Responsibility for chairing and supervision of discipline advisory committees, district committees and task forces.

ESSENTIAL FUNCTIONS

Supervises all aspects of the planning, budget, supervision, staffing, curriculum, scheduling, instruction, enrollment management, projections, and evaluation of the Fire Technology courses, Fire Academies, Fire Officer, Wellness and Instructional Service Agreement courses and training.

Identifies and accurately analyzes needs and opportunities to market programs; aggressively markets, provides proposals and secures Instructional Service Agreements for courses and programs; coordinates the development of curriculum, staffing and evaluation of courses to be provided pursuant to agreements. Supervises administration of agreements and reviews curriculum, staffing, delivery and evaluation of these programs.

Performs or supervises the performance of all personnel functions for assigned staff.

Ensures compliance with California Education Code, Title 5 Regulations, accreditation standards, District policies and other state laws, regulations, and standards applicable to the discipline.

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DESIRABLE QUALIFICATION GUIDE (CONT'D)

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possession of a master's degree; and, one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Preferred Qualifications: At least six years of full-time paid fire-related experience at the rank of Battalion Chief or above and possess California Fire Service Training and Education System certification as a Fire Instructor I or higher.

Required Skills: Ability to assess public safety training and educational needs and opportunities, to convincingly market and close contract, supervise the preparation, quality, evaluation and staffing of programs and courses, resolve conflicts, make public presentations, supervise assigned staff, and effectively represent the District's interest at the local and state levels.

Board Approval Date: August 14, 2017