PALO VERDE COMMUNITY COLLEGE DISTRICT

Academic Administrator - Needles Center (11 month position)

NATURE OF THE POSITION:

Under the supervision of the Vice President of Instructional Services, the Director is responsible for the operational activities of the Needles Center as well as act as a representative for Palo Verde College at various functions and activities in the Needles area. The Director will recruit and recommend adjunct faculty, maintain course schedules, advertise the college programs in the Needles area and work with the local high school to develop a seamless pathway for students entering college. The Director will be responsible for the day-to-day activities necessary for the development of the Needles center. The Director will also facilitate all student related services and will work with the Vice President of Student Services and other counseling staff to meet student needs in Needles.

RESPONSIBILITIES:

1. Supervise all Needles Center staff.
2. Coordinate the college activities, course offerings, programs, and services offered in the Needles ~~community~~ Center.
3. Design instructional programs/curricula that will prepare students for jobs. Identify concurrent job placements for students while enrolled and after completion of educational programs.
4. Work with the Blythe campus to prepare the Needles course schedule each semester.
5. Publicize classes for both print and electronic media.
6. Facilitate services to all students including advising, class scheduling, orientation, mentoring, tutoring, and other related services and activities.
7. Guide students in the enrollment process.
8. Assist faculty and staff in devising methods to use technology in their instruction and support services and assist in developing distance education classes and online student services.
9. Provide training to faculty and staff in distance education and computer-assisted instructional methodologies.
10. Insure that all registration, positive attendance, grades, attendance reports, and other associated materials are submitted to the Registrar on or before the due date.
11. Schedule Needles facility for instructional and community use.
12. Coordinate the District's services for students in accordance with state Title V and Chancellor's Office regulations.
13. Perform enrollment management services and serve as a recruiter and liaison with high school and other community agencies.
14. Assist in developing and maintaining online course and services databases for student tracking.
15. Participate in full-time staff responsibilities, including staff/faculty meetings, committee assignments, and student activities.
16. Arrange and/or conduct in-service workshops and conduct new faculty orientations.
17. Monitor budget and maintain files on purchase requisitions.
18. Prepare reports as necessary in support of the Needles program.

19. Serve as a community liaison in order to identify educational and training needs ~~jobs in the labor market~~.
20. Perform other related duties as assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree in any area.
2. Knowledge of curriculum development, assessment, testing materials and interpretation of career interest, personality, work values, and similar career relevant assessment criteria.
3. Postsecondary training in pedagogy, instructional design, and/or best practices for e-learning.
4. Pedagogical appropriate strategies for online learning including new and emerging technologies such as streaming media, RSS, blogs, wikis, and other social networking software.
5. Familiarity with Federal section 508 & W3C standards and accessible design techniques.
6. Ability to counsel and assist students from diverse cultural, ethnic, socioeconomic and educational backgrounds in achieving realistic personal and academic goals.
7. Knowledge of requirements for transfer, vocational, and remedial programs.
8. Knowledge of software and hardware used in web design and technology-based instruction including.
9. Course Management Systems – Sakai or equivalent CMS.
10. Familiarity with Flash, video compression, WordPress, FaceBook, Twitter, HTML, DHTML, XHTML, semantic markup, JavaScript, PHP, MySQL, CSS, FTP, and Dreamweaver.
11. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the local community college students.
12. Strong interpersonal and written communication skills.
13. Physical ability to work effectively in an environment which is typical of this position.

PREFERRED QUALIFICATIONS:

1. Master's Degree in any area related to courses taught in a California community college.
2. Knowledge of the curriculum development processes.
3. Experience in supervising others.
4. Demonstrated mastery of the use and implementation of instructional technology.

CLASSIFICATION / SALARY:

This is a full-time Academic Administrator position..