



## DEAN, INSTRUCTION

### **DEFINITION**

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for educational and academic support services within an assigned area of the Instructional Division; academic areas include, but are not limited to, Schools of Science, Technology, Engineering and Mathematics (STEM), Humanities, Arts and Social Sciences (HASS), Public Safety and Industrial Technology, and Business, Law, and Academic Resources; oversees educational planning and program development in accordance with missions, goals, and objectives of the District and division; coordinates assigned academic programs with other District divisions, departments, officials, outside agencies, and the public; fosters cooperative working relationships among District divisions and departments and with various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Instruction in areas of expertise; and performs related duties, as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Vice President, Instruction. Exercises direct supervision over faculty, supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

### **CLASS CHARACTERISTICS**

This classification plans, organizes, administers, develops, evaluates, and directs the staff, programs, projects, operations, and/or activities of a major instructional and academic area within the District. These positions are responsible for oversight of multiple instructional or student support services aligned with the attraction, retention, and academic success of students. Positions operate in highly visible, sensitive, and evolving arenas working on significant and strategic issues and problems, as well as District-wide and/or Board of Trustees priorities and directives, requiring an in-depth evaluation and analysis of various, and often competing, circumstances, interests, and demands.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes full management responsibility for assigned educational and academic programs, services, and activities, including credit and non-credit programs and services; manages enrollment and its relationship to resource allocation, scheduling and productivity in meeting student goals.
- Provides vision and leadership for educational planning and program development in accordance with the mission, vision, values and goals of the District; oversees the administration and monitoring of assigned programs and services to ensure compliance with established standards and requirements; develops, analyzes, implements, modifies, and advocates for educational programs and services which are compliant with the District's Equal Employment Opportunity (EEO) Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.

- Develops, directs, and coordinates the implementation of goals, objectives, initiatives, policies, procedures, and work standards for the division; establishes, within District policy, appropriate budget, service, and staffing levels.
- Manages and participates in the development and administration of the division's budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments as necessary.
- Selects, trains, motivates, and directs personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the division's services by developing, reviewing and implementing policies and procedures to meet regulatory requirements, educational standards, and District needs.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; reviews collective bargaining agreements and State regulations on workloads for full time and part time faculty; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; and directs the implementation of change.
- Collaborates with and inspires commitment from faculty and staff to ensure the effective provision of programs, services, and support to promote and enhance educational programs, meet accreditation requirements and maximize student success.
- Represents the division, provides consultation and technical expertise to other District divisions, departments, deans, and outside agencies; explains and interprets division programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Coordinates curriculum development and changes; monitors committee and faculty actions related to curriculum timely updates.
- Coordinates the development of instructional schedules and recommends instructors; consults with faculty to develop class schedules which meet the needs of students based on enrollment data; approves original class schedules and changes which occur during the semester.
- Conducts a variety of organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in, and makes presentations to, the Superintendent/President and a wide variety of committees, boards, and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in higher education and community colleges.
- Oversees and directs analytical and operational studies regarding division programmatic activities; prepares and/or reviews comprehensive technical and administrative reports with recommended actions; ensures mandated reports are submitted according to established timelines.
- Directs the maintenance of working and official departmental files.
- Responds to faculty, staff, and student inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as a spokesperson for the division at a variety of community events, meetings, and other public relations activities.
- Ensures staff observe and comply with all District and mandated safety rules, regulations and protocols.
- Performs related duties as assigned.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation,

and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

- Principles and practices of leadership.
- Higher education in community colleges, including the mission of the California Community Colleges.
- Accreditation standards relevant to assigned academic and educational programs.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Curriculum development standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration.
- District collective bargaining unit agreements as it relates to workforce management.
- Principles and practices of strategic enrollment management and its impact on resources and scheduling.
- Applicable federal, state, and local regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Technical, legal, financial, and public relations issues associated with the management of District academic functions and programs.
- Methods and techniques for the development of presentations, technical and administrative reports and business correspondence.
- Research and reporting methods, techniques, and procedures.
- Distance learning teaching methods and practices, and their integration with technology, and instructional delivery modalities.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

**Ability to:**

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the division.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local regulatory codes, ordinances, policies, and procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Develop and monitor budgets and effectively utilize resources.
- Develop and modify curriculum to meet student and community needs.
- Plan, organize, develop, and evaluate division programs and services.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Conduct effective negotiations and effectively represent the division in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.

**Education and Experience:**

Must meet the minimum qualifications for an Educational Administrator as set forth in Title 5, Section 53420

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's position.

**Preferred Qualifications:**

- Five (5) years of increasingly responsible experience in administering comprehensive instructional programs and services related to student academic support, including program evaluation and budget management, two (2) years of which must have been in a leadership capacity.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.