



JOB TITLE: ASSOCIATE DEAN, ACADEMIC AFFAIRS

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| Classification: | Academic Administrator | Retirement Type: | STRS* |
| Salary Range: | 13 | Board Approved: | June 21, 2010 |

BASIC FUNCTION:

Under the direction of the Vice President, assist in the administration of the development, oversight and operations of policy, processes and programs in the Academic Affairs area.

REPRESENTATIVE DUTIES:

- Coordinate the development of the class schedule with staff.
- Coordinate the development of the College catalog with staff.
- Coordinate the development and assessment and monitoring of student learning outcomes with faculty and deans.
- Coordinate the development and assessment and monitoring of program review.
- Coordinate the development and monitoring of curriculum.
- Coordinate, organize and train faculty and staff in the preparation of all aspects of accreditation.
- Interact with students, faculty, staff, and advisory councils and/or groups.
- Participate at college meetings, committees, and other official functions.
- Work closely with applicable stakeholders in developing proposals for grants and contract support.
- Coordinate faculty and staff working on special projects.
- Work cooperatively with other administrators and supervisors to coordinate programs and services to meet student needs and resolve conflicts and issues.
- Perform assigned program management responsibilities.
- Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Requires a Master's degree or the equivalent* and three years of full-time teaching/counseling or related experience, and one year of formal training or leadership experience related to the administrator's assignment.

Must be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.

* Equivalency to be determined using the El Camino College District Board Policy 4119, Equivalence to the Minimum Qualifications.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Curriculum Development
Student Learning Outcomes and Assessment
Program Review
Planning
Data Analysis
Accreditation Standards
Teaching in Post Secondary Education
Report Writing

Abilities/Skills:

Assist in the development, direction and coordination of policies, programs and services.
Interpret and apply a variety of rules, regulations, policies, and guidelines including Federal and state legislation and California Education Code.
Analyze problems.
Effectively counsel and assist staff, faculty, administrators, and the general public.
Communicate effectively both orally and in writing.
Review and analyze data and make recommendations.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Assign and review the work of others.
Work independently with little direction.
Interact with others using tact, patience and courtesy.
Train and evaluate staff.
Use personal computer and operate standard office equipment with proficiency.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.