



## **JOB TITLE: DEAN - INSTRUCTION**

Classification:	Academic Administrator	Retirement Type:	STRS*
Salary Range:	16	Board Approved:	January 19, 1999

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### **BASIC FUNCTION:**

Under the direction of the Vice President - Academic Affairs and in a multi-cultural diverse environment, plan, organize, control and direct the courses, programs, projects and activities of an assigned instructional division; provide leadership for faculty and staff in offering quality educational services; supervise and evaluate the performance of assigned personnel.

### **REPRESENTATIVE DUTIES:**

Provide leadership for program development and work directly with a diverse faculty and staff to plan for curriculum additions, revisions, and deletions; set priorities for resource needs; provide program analysis and multi-year instructional plans and participate in strategic and long-range instructional planning for the District.

Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs; establish advisory committees as appropriate.

Direct special instructional-related services or programs as directed by the Vice President.

Prepare or review documents for program and course development in concert with faculty and coordinators; assure accurate schedules, catalog information and program publicity.

Confer with faculty regarding ideas for program improvement to identify resources for development through grants and special projects.

Maintain current knowledge of new developments and innovations in community colleges and higher education; recommend changes to maintain relevance of Division programs and to meet student and community needs.

Consult with faculty to design a schedule of classes to meet the needs of a diverse student population; review assignment of faculty to classes, monitor schedules and workload for accuracy throughout the semester, and assure accurate and timely attendance reporting for all courses offered in the Division.

Recommend instructional policy as necessary for the District to properly implement programs and services.

Exercise leadership in the development of the division budget and manage financial resources consistent with College policy and sound financial management principles; allocate and re-allocate resources among competing requests for funds.

Work cooperatively with other administrators and supervisors to coordinate programs and services across the curriculum and at all locations to meet student needs; resolve conflicts and issues within the Division and between divisions.

Evaluate, approve and process requests for field trips, conference attendance, textbook selection, supply, equipment orders, independent study, credit by exam, course waivers and other student petitions.

Assure proper use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations.

Facilitate academic partnerships with Division faculty, faculty in feeder high schools and four-year transfer institutions; assure maximum course articulation for students.

Encourage excellence in teaching; orient new faculty and staff; determine needs for staff development; plan appropriate Division staff development activities including flexible calendar days; contribute to record-keeping for staff development accountability.

Analyze requests for staff to meet short and long-term needs and make recommendations to the Vice President.

Evaluate faculty and classified staff; organize committees for the hiring process and assure compliance with District personnel policies, procedures and practices for the employment of faculty, classified staff, student workers and short-term, temporary and substitute employees.

Perform related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Master's degree or the equivalent\*; three full-time equivalent years of post-secondary teaching experience and one year of formal training, internship or leadership experience related to the administrator's assignment.

Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

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

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Higher education in community colleges, including the mission of the California Community Colleges.

Adult learning theory and learning styles.

Multiple methods of instruction.

Evaluation methods.

Curriculum development.

Course articulation.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies and objectives.

Oral and written communication skills.

Policies and objectives of assigned program and activities.

Abilities/Skills:

Plan, organize, develop and evaluate the programs, activities and curriculum of a College instructional division.

Develop and modify curriculum to meet student and community needs.

Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.

Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity.

Present a positive image of the College in the community.

Train, supervise and evaluate personnel.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Plan and organize work.

Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.

Understand the needs of the Division in the context of the overall instructional program and participate with the management team to set goals and priorities for the College as a whole.

Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.

Organize multiple projects and carry out required project details throughout the year.

Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.

Develop grant or special projects applications.

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