



JOB TITLE: ASSOCIATE DEAN, ACADEMIC AFFAIRS

Classification: Academic Administrator
Salary Range: 13

Retirement Type: STRS*
Revised/Board Approved: February 18, 2020

BASIC FUNCTION:

Under the direction of the Vice President, assist in the administration of the development, oversight, and implementation of policies, processes, and programs in the Academic Affairs area. Provide leadership for assigned strategic initiatives and the effective use of resources to enhance academic planning, student access and success, and overall academic quality.

REPRESENTATIVE DUTIES:

Evaluate, analyze, and interpret quantitative, qualitative, and historical data. Translate data into insights and narratives in consultation with Institutional Research and Planning. Prepare analytical and statistical reports. Communicate findings in a clear and effective way throughout the college to support decision-making.

Oversee the development of the class schedule with staff. Ensure that data elements in the class schedule are coded accurately and completely.

Oversee the development of the College catalog with staff. Ensure that curriculum data in the catalog, course schedules, and other publications is accurate and consistent.

Coordinate the development, assessment, and monitoring of student learning outcomes with faculty and deans.

Coordinate the development, 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.

Coordinate the development, scheduling, and promotion of an evening/weekend program for adult learners.

Interact with students, faculty, staff, and advisory councils and/or groups.

Engage in participatory governance at college meetings, committees, and other official functions.

Work closely with applicable stakeholders in developing proposals for grants and contract support.

Oversee 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. Ensure that programming initiatives are progressing in a timely manner and realizing the intended outcomes.

Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

Perform other related duties as assigned. Provide highly responsible and complex professional assistance to the Vice President.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree or the equivalent.*

Three (3) years of full-time teaching/counseling or related experience.

One (1) year of formal training or leadership experience related to the position.

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:

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.

Use personal computer and operate standard office equipment with proficiency.

Licenses or Other Requirements:

Valid California driver's license

WORKING CONDITIONS:

Must be able to drive to offsite locations periodically.

Must be able to move from one work area to another.

Requires hand, wrist, finger dexterity to operate various office machines.

Must be able to work in a multicultural, diverse work environment.

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