



JOB TITLE: DEAN OF LIBRARY AND LEARNING RESOURCES

Classification:	Educational Administrator	Retirement Type:	STRS*
Salary Range:	16	Board Approved:	December 21, 2020

BASIC FUNCTION:

Under the direction of the Vice President of Academic Affairs, the Dean of Library and Learning Resources (LLR) plans and oversees a wide range of programs, events, and resources provided by the Library, Online and Digital Education, Learning Resources, Media Services, and Professional Development. The Dean provides leadership for LLR faculty and staff, and promotes academic student services that support quality, educational experiences and reflect a collection of diverse cultural perspectives to mirror the diverse student population being served. Recommends continuous improvement through performance evaluations, professional development, and strategic planning.

REPRESENTATIVE DUTIES:

Provides administrative leadership and direction for the District's library services, learning resources, student academic support services, and professional development. Works directly with faculty and staff to plan additions, revisions, and deletions to curriculum, programs, and academic support services. Sets priorities for resource needs. Provides analysis and evaluation of division outcomes including multi-year instructional and service plans. Participates in strategic and long-range planning for the District.

Communicates with leaders in the private and public sectors and in educational agencies to determine needs for new courses and special instructional-related services and programs to support students and instruction on campus. Establishes advisory committees as appropriate.

Oversees special academic services and/or support programs as requested by the Vice President. Collaborates with others to develop policies, processes, and procedures for services and programs offered through LLR, including tutoring services, Canvas access, low-cost/zero-cost course textbooks, technology loan programs, and other support services for students, faculty, and staff.

Confers with faculty regarding ideas for program and service improvements and to identify appropriate resource acquisitions through grants or other funding sources. Works with faculty to design a schedule of classes that meet the needs of a diverse student population. Reviews assignment of faculty to classes; monitors schedules and workloads for accuracy and contract compliance. Assures timely attendance reporting for all courses offered through LLR.

Prepares and/or reviews documents for academic support programs and/or course development in concert with faculty. Assures accurate schedules, catalog information, and program publicity.

Maintains current knowledge of new developments and innovations in community colleges and higher education. Recommends changes to the Vice President to maintain relevance of LLR programs and services for students and the community.

Recommends instructional policy modifications as necessary, particularly those pertaining to Online and Digital Education, for the District to properly implement related programs and services.

Exercises leadership in the development of a division budget and manages financial resources consistent with College policies and sound financial management principles. Allocates and re-allocates resources among competing requests for funds.

Works cooperatively with other administrators and directors to coordinate programs and services that support student needs across various curriculums, in different locations, in specific cohort classes, and in dual enrollment courses. Resolves conflicts and issues within the Division and between divisions.

Evaluates and approves requests for conference attendance, travel, supplies/staffing support, equipment orders, field trips, events, and student petitions for waivers and other academic and/or service requests. Ensures that faculty and staff requests align with the Division's short-term and long-range goals and objectives.

Assures proper use and security of assigned facilities, space allocation, equipment, technology licenses, and other District-owned resources. Ensures regular maintenance and updates to comply with health and/or safety regulations.

Facilitates academic partnerships and shared resources with local libraries, high schools, and four-year transfer institutions. Maintains reciprocal borrowing agreements to ensure a wide range of cultural perspectives are reflected in the library collection and are easily accessible to all students.

Encourages excellence in teaching and library services, with a particular focus on equity-minded pedagogy, student support services, and operational practices. Orients new faculty and staff. Determines needs for faculty and/or staff development to ensure that all Division efforts remain on track and on target to close student equity gaps. Plans appropriate Division faculty and/or staff development activities.

Evaluates faculty and classified staff. Organizes committees for hiring and assures compliance with District personnel policies, procedures, and practices for the employment of faculty, staff, student workers, and short-term, temporary and substitute employees.

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

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree or equivalent* in Library Science, Library and Information Science, Educational Technology, or Instructional Technology.

Three full-time years of post-secondary experience in library services, educational technology, media support, distance education, or academic support programs.

One year of full-time related administrative leadership experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of principles and practices in library administration, learning technologies, distance education, and faculty professional development programs.

Knowledge of adult learning theory and learning styles.

Knowledge of evaluation methods.

Knowledge of curriculum development and course articulation.

Knowledge of budget preparation and control.

Experienced in promoting equity-minded programs and activities.

Experienced in planning and organizing work.

Experienced in setting goals and priorities for a team in alignment with the organization.

Experienced in developing grants or submitting special project applications.

Abilities/Skills:

Ability to plan, organize, develop, and evaluate programs, activities, and curriculum.

Ability to develop and modify curriculum to meet student and community needs.

Ability to analyze situations accurately and adopt effective courses of action.

Ability to meet schedules and deadlines.

Ability to work cooperatively and coordinate projects with other administrators and staff.

Ability to facilitate group discussions and involve faculty and staff in generating ideas.

Ability to organize and manage multiple projects simultaneously.

Ability to develop consensus among a diverse range of interests.

Ability to analyze, interpret, and apply laws, labor contracts, policies, rules, and regulations.

Skilled in administrative practices, supervision, and training.

Skilled at communicating effectively, verbally and in writing.

Skilled at working with students, faculty, and staff from multi-cultural backgrounds.

Skilled at evaluating the effectiveness of services offered to students.

Skilled at organizing and leading meetings, workshops.

Skilled at rolling out program improvements and/or new program efforts, particularly those that support student academic services.

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