

Position: Dean, Instructional Division

Summary

Plans, supervises, assesses and evaluates instructional programs for an academic division. Plans, develops and evaluates curriculum, programs, and services that meet the needs of a highly diverse urban student population. Oversees the planning, supervision, assessment and evaluation of instructional programs, including their services, personnel, interagency reports and contacts, and budget. The position also provides highly responsible and complex administrative support to the Vice President, Academic Affairs.

Distinguishing Career Features

The Dean, Instructional Division reports to the Vice President, Academic Affairs and is responsible for integrating and providing academic and administrative services to a diverse student population. This position requires a demonstrated ability to direct the activities of an academic division and its related functions and services, to provide leadership over curriculum, faculty and staff, and offer excellence in delivering instructional programs.

Essential Duties and Responsibilities

- Leads, plans, supervises, assesses and evaluates programs and services within the division for effectiveness, efficiency, compliance with legal mandates and student success.
- Provides leadership in new and emerging technologies in support of teaching and learning.
- Oversees the planning, supervision, assessment and evaluation of the instructional division including its programs, services, personnel, interagency reports and contacts, and budgets
- Provides leadership in the development and assessment of course, program, and institutional student learning outcomes.
- Provides leadership in the new and emerging technologies.
- Leads, supervises, trains and evaluates assigned personnel. Certifies payroll for assigned personnel. Applies the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters.
- Responsible for the preparation of the schedule of classes and proper staffing of classes, teaching assignments and class size. Consults with faculty to design schedules that meet the needs of students.
- Ensures that the division and the departments engage in strategic and long-range planning for the District in accordance with Board policies, administrative procedures, and guidelines. Administers overload and summer assignments of faculty pursuant to division/department processes and applicable provisions of the collective bargaining agreement.

- Supervises curriculum and program reviews. Consults with faculty and administration for reviews of curriculum materials. Participates in technical curriculum reviews and committee processes.
- Evaluates, approves and processes requests for conference attendances, textbook selection, supplies, equipment, independent study and field trips, credit by exam, course waivers, and other student petitions.
- Monitors workload indicators for accuracy and balance including faculty reassigned time. Assures accurate and timely attendance reporting for all offered courses.
- Administers and participates in the performance appraisals of faculty and conducts performance appraisals of support staff in accordance with District standards, collective bargaining agreements, and Board Policies and Administrative Procedures.
- Monitors workload indicators for accuracy and balance including faculty reassigned time. Assures accurate and timely attendance reporting for all offered courses.
- Maintains up-to-date knowledge of new developments and innovations in community colleges and higher education. Recommends and works with faculty to revise and maintain relevant programs in the Division and to meet college instructional objectives and student and community needs.
- Communicates with faculty by conducting regular division/department meetings to facilitate planning and collegial decision-making, keep staff informed about issues and projects, and informs the division about college instructional program.
- Advises faculty and students on student-instructor and academic issues.
- Works cooperatively with other administrators and managers to coordinate programs and services across the curriculum to meet student needs and administer programs and budgets. Resolves conflicts and issues within and among the divisions.
- Facilitates academic partnerships and maintains communications with Division faculty, and faculty in feeder high schools and four-year transfer institutions.
- Certifies procedures for grade changes, late withdrawals, and credit by examination.
- Encourages student success and excellence in teaching; orients new faculty and staff, plans, implements and evaluates staff development; and contributes to recordkeeping for staff development accountability.
- Communicates with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs. Supports faculty in the establishment of advisory committees and other research and outreach as appropriate.
- Prepares recommendations and/or contracts as appropriate and submits them to the administration and/or Board of Trustees for consideration.
- Develops and implements operational and safety procedures for the division.
- Supervises, trains, and evaluates assigned personnel to provide high quality service.

- Ensures accuracy and certifies faculty, staff and hourly payroll and related reports.
- Ensures accuracy of print and online publications related to the area of responsibility.
- Anticipates, prevents, and/or resolves conflicts and problems under areas of supervision.
- Develops, implements and monitors budgets and expenditures, and maximizes financial resources for the areas supervised.
- Provides leadership in space, equipment and facilities planning.
- Participates in and supports the accreditation process.
- Responsible for federal and state reports and grants as needed.
- Remains current on legislation and regulations affecting assigned area to adjust programs and/or services to assure compliance as required. Represents the District in advocacy settings.
- Participates on and chairs committees, task forces, and special assignments.
- Participates in community, state, and national organizations, committees and meetings.
- Engages in continuous learning and skill development in the areas related to the duties and responsibilities of the position.
- Performs other related duties as assigned.

Qualifications

Minimum Qualifications for Education and Experience

Requires a master's degree preferably in one of the disciplines of the division, two years of full-time teaching experience or the equivalent, preferably at the community college level, and one year of formal training, internship, or leadership experience reasonably related to the administrative assignment. Understanding of and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

Knowledge and Skills

The position requires professional knowledge of:

- Theories, principles, and practices associated with higher education counseling, curriculum and instruction, matriculation, and student services.
- Development, maintenance and administration of a budget.
- Philosophy and objectives of the community college.
- Principles of functional leadership, training and performance evaluation.
- Pertinent federal and state laws and regulations.
- Learning and student success process, assessment, student learning outcomes, learning communities and application of technology.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.

The position requires demonstrated skill in:

- Developing assessment, teaching, and learning processes that enhance student success and outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

Abilities

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.

Physical Abilities

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- The person in this position frequently communicates with members of the campus community through various modalities. Must be able to exchange accurate information in these situations.
- Must be able to recognize printed material (printed or online) for more than 50% of the expected work time.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Requires the ability to lift, push, and pull objects of medium weight (less than 30 lbs.) on an occasional basis with or without accommodation.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.

Revised: August 11, 2011
October 19, 2022