

DEAN, ACADEMIC AFFAIRS

DEFINITION:

Under general direction to plan, coordinate, direct, and evaluate assigned academic departments and programs and to do other related administrative duties as required; and value and promote the mission and vision of the college.

CLASS CHARACTERISTICS:

These are academic administrative positions. Each incumbent in this classification will report directly to the Associate Superintendent/Vice President, Academic Affairs, and will perform professional duties involving independent judgment in the interpretation and application of policy and procedure. This will involve a high frequency of responsible contact with administrative and professional staff, students, and public and private agencies requiring sound judgment and good communication skills. Incumbents will be responsible for the programs of several academic departments as well as other academic duties and responsibilities as may be assigned including a shared responsibility for evening and summer supervision.

ESSENTIAL FUNCTIONS:

1. Implements the philosophy and policies of the college and ensures that the educational programs achieve the College mission, vision, and goals.
2. Plans, supervises, directs, facilitates, and provides leadership to the instructional programs, which includes both academic and occupational programs.
3. Supervises department chairpersons and program coordinators on matters related to curriculum and program development, curriculum revision, new course offerings, staffing, personnel problems, evaluation of faculty, preparation of grant proposals, budget preparation, class schedules and course materials for the college catalog and use of college facilities and resources.
4. Evaluates curriculum and recommends new and innovative programs.
5. Articulates the curriculum of transfer disciplines with the state college and university of California systems.
6. Works with administrators of off-campus programs to determine the curricular and program needs of the centers.
7. Directs and participates in the preparation and control of the annual budget.
8. Arranges for donations of equipment and supplies.
9. Meets regularly with department heads and program directors and serves on committees including advisory committees.
10. Assists in the selection of faculty and staff.
11. Prepares oral and written presentations and reports.

12. Represents the college in interactions with business and industry in determining present and future education needs, with community and state agencies, with special interest groups, with other colleges and school districts, and with the Community College Chancellor's Office.
13. May be responsible for professional staff development programs, 2+2+2 program, telecourses, vocational research and follow-up, VTEA, weekend college, economic development and contract education, coordination of noncredit programs, and summer session.
14. Provides leadership in the development and assessment of learning outcomes.
15. Serves on advisory committees or boards.
16. Participates in collective bargaining and in contract administration; and other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- California Education Code provisions and federal and state regulations applicable to community colleges;
- Modern personnel supervision practices;
- Organization of the community college;
- Instructional techniques and learning theory;
- Staff development needs of faculty;
- Curriculum development;
- Requirements and curriculum of the California State University and University of California systems;
- Preparation of grant proposals;
- Governmental agencies involved in vocational education;
- Workforce needs of industry, government, and business;
- Budget preparation;
- Administrative policies and procedures;
- Latest instructional developments in technology;
- Principles of matriculation and student development;
- High school and college/university articulation programs;
- Concepts of vocational education;
- Assessment of learning outcomes;
- Manpower needs of businesses, government, and industry;
- Development and implementation of noncredit vocational training and contract education programs.

Demonstrated ability to:

- Plan and coordinate academic and vocational programs including curriculum development;
- Analyze, evaluate and recommend innovative changes to existing programs and recommend innovative solutions to district priorities and goals;

- Identify and use learning outcomes and assessment that lead to educational program improvements;
- Direct and evaluate the work of others;
- Reconcile divergent views;
- Communicate effectively, both orally and in writing;
- Establish and maintain cooperative working relationships with all segments of the college community and general public.
- Plan and prepare successful grant and project proposals.
- Plan, develop, and analyze noncredit vocational training and contract education programs.

Education and Experience:

A master's degree or higher from an accredited college or university; not less than one year of educational administrative and leadership experience reasonably related to the administrator's assignment; and experience as a teacher.

Other Requirements:

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

Working Conditions:

- May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.
- Duties are primarily performed in an office environment, at a desk, or at a computer.
- The incumbent will experience interruptions while performing normal duties during the regular workday.
- The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.
- Work requires travel to other offices or locations to attend meetings or conduct work.

Physical Demands:

- Typically may sit for extended periods of time.
- Operates a computer.
- Communicates over the telephone and in person.
- Regularly lifts, carries and/or moves objects weighing up to 10 pounds.

Special Qualification:

Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

R5/09 IFAS Range Adjust
R5/05
R2/3/04
R4/94
R7/91