

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL DEAN

BASIC FUNCTION:

Under the direction of an administrator, plan, organize, administer, develop and evaluate the programs, projects and activities of designated area. Provide vision and leadership for program development and work directly with assigned departments to plan for activities within area of responsibility.

REPRESENTATIVE DUTIES:

Promote, communicate and facilitate partnerships with leaders in the private and public sectors, regulatory agencies and in educational agencies to determine needs for new courses, services and/or programs. *E*

Plan, organize, develop and evaluate the programs, activities and/or curriculum of assigned programs and/or services that meet accreditation/industry standards.

Confer with others regarding ideas for program improvement. *E*

Manage enrollment and its relationship to resource allocation, scheduling, and productivity in meeting student needs. *E*

Develop the area budget and manage financial resources consistent with District policy and sound financial management principles. *E*

Work cooperatively with other administrators and staff to coordinate programs and services to meet student needs; resolve conflicts and issues within the area and among departments. *E*

Organize and participate in District committees. *E*

Evaluate faculty, administrators and classified staff in accordance with proper management practices and implement articles of collective bargaining agreements, if applicable. *E*

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

Communicate with faculty, administrators and staff by holding regular meetings to facilitate planning and collegial decision-making and to keep staff informed about issues and projects for the overall College instructional programs. *E*

Support and work with the appropriate staff in the use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations. *E*

Support, implement and promote compliance with the District's Equal Employment Opportunity (EEO) Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services. *E*

Make presentations as necessary to various groups within the District, community and State. *E*

Accurately interpret applicable laws, regulations and collective bargaining contract provisions. *E*

Promote and deliver programs and services that enhance student success. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Enrollment management

Collective bargaining agreements

Multiple methods of instruction

Curriculum development and course articulation

Matriculation

Budget preparation and control

Interpersonal skills using tact, patience and courtesy

District organization, operations, policies and objectives

Oral and written communication skills

Information technology systems and solutions

ABILITY TO:

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

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 timelines

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 overall instructional program and participate with the management team to set goals and priorities for the College

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

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

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

Identify resources and develop grant or special project applications

Understand learning theories and styles

Develop strategies to address academic rigor

Formulate a vision and positive direction for the College

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and a minimum of one year of leadership experience including supervision and evaluation of academic or student services programs, staff and budget management.

Preferred: Doctorate; 5 years of increasingly responsible experience in administration

WORKING CONDITIONS:

Office environment

Position requires hearing and speaking to communicate and exchange information