

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE DEAN OF CURRICULUM DEVELOPMENT AND LEARNING RESOURCES

BASIC FUNCTION:

Under the direction of an area or chief administrator, plan, organize, administer, develop, and evaluate the programs, projects, and activities of instruction; provide leadership for faculty and staff in offering quality services for College students; carry on complex projects and special programs; train, supervise, and evaluate assigned personnel. Tasks will include, but are not limited to, developing the class schedule and catalogue; coordinating the development of course, program, and institutional student learning outcomes (SLO); assessing SLOs and implementing intervention strategies; supervising the library personnel and manage library activities; supervise and coordinate the teacher learning center and professional development of faculty and staff.

REPRESENTATIVE DUTIES:

GENERAL

Develops and/or assists in the creation of procedures for schedule development, SLOs, curriculum development, and professional development.

Serves on college committees as assigned.

Assists the chief instructional officer with the organization and preparation of necessary reports and budgets.

Assists in the accreditation process.

Actively participates and supports shared governance and other collaborative processes.

Coordinates special projects as assigned.

Performs related duties as assigned.

STUDENT LEARNING OUTCOMES

Provides workshops and support for faculty on the development of student learning outcomes and proper student learning assessment practices.

Assists with course and program development, focusing on Student Learning

Outcomes and intervention strategies.

Executive Dean, Curriculum Development & Learning Resources- Continued

Coordinates data collection and analysis in support of program review and assessment/intervention results of student learning outcomes.

Work with the Academic Senate SLO Assessment Committee.

Serve as a nonvoting participant of the Curriculum Committee.

LIBRARY

Oversees the management of the activities, personnel, and budget of the library.

Works with the faculty and staff to establish library procedures, goals, and objectives.

Directs, supervises, and evaluates library services to included, but, not limited to selection and acquisition of library books, reference area, and maintenance of equipment.

Makes schedules, assigns duties, supervises, and evaluates library personnel.

Assists in the development of reports for internal analysis and any governmental agencies.

SCHEDULE/CURRICULUM DEVELOPMENT

Acts as a resource to faculty developing and revising courses or programs.

Coordinates course outline and curriculum development data systems.

Consults with faculty and utilize enrollment data to develop a schedule of classes that meet the needs of the students.

Ensures the college curriculum data in the schedule and catalogue and other publications are accurate and consistent.

Works cooperatively with the other deans and department chairs to establish common start and end times and to establish parameters for schedule preparation (session dates, weekend classes, etc.).

Directs the preparation and ensures the accuracy of full-time and part-time faculty teaching and work loads. Ensures the loads are within the collective bargain contract and state regulations.

Ensures the classrooms and other academic facilities are used with maximum efficiency.

Executive Dean, Curriculum Development & Learning Resources- Continued

Assists the negotiating team in developing an accurate academic calendar that meets state regulations, collective bargaining contract(s), and allows for flexibility in collecting FTES.

Consults with faculty and deans to coordinates class offerings at off-campus sites.

Tracks enrollment trends and projects FTES within assigned enrollment targets and budget allocations.

Strengthens partnerships with local feeder high schools by formalizing the Concurrent Enrollment Program. Coordinates program course offerings with division chairs and other administrators.

CATALOGUE DEVELOPMENT

Coordinates the development of the college catalogue.

Ensures the catalogue information is accurate and is published on time.

PROFESSIONAL DEVELOPMENT

Supervises the Teacher Learning Resource Center (TLC) and works collaboratively with the TLC personnel.

Collaborates with faculty and staff in the development and presentation of professional development activities.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Curriculum development and course articulation.

ABILITY TO:

Develop and modify of 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.

Meet schedules and time lines.

Plan and organize work.

Executive Dean, Curriculum Development & Learning Resources- Continued

Understand the needs of the area in the context of the overall instructional program and participate with the management team to set goals and priorities for the college as a whole.

Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting, and decision making.

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

EDUCATION AND EXPERIENCE:

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

WORKING CONDITIONS:

Office environment.

Position requires frequent use of hands and fingers for computer use; reach with hands and arms; lift up to 20 pounds; hearing and speaking to communicate and exchange information.