

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN, PATHWAYS AND PROFESSIONAL LEARNING

Position funded with Guided Pathways funds, which are confirmed through FY 21/22

FLSA STATUS: EXEMPT

BASIC FUNCTION:

Under the direction of the Vice President of Student Services, provides the administrative leadership and operational oversight of the development, organization, and implementation of the activities, goals, and objectives necessary for effective and efficient guided pathways implementation, and professional development for faculty and staff.

The Dean leads, supports and/or assists with the planning, development, organization, implementation, scheduling, improvement and evaluation of programs.

The Dean fosters a culture of collaboration, mutual respect, innovation, and continuous improvement; leads by example; actively participates in and supports District-wide participatory governance components and activities and other collaborative processes; demonstrates and encourages professional excellence among the faculty and staff, promotes an organizational culture of customer service, innovation, and quality services.

REPRESENTATIVE DUTIES:

Lead faculty and staff and management in the development and implementation of guided pathways to include the development of meta majors. *E*

Lead faculty and staff and management in the mapping and aligning of curriculum to further education and career advancement while also providing structured or guided exploration for undecided students. *E*

Ensure all programs are sequenced, mapped, and scheduled for timely completion. *E*

Ensure timely local, district, and state curriculum approval and systems alignment of data. *E*

In collaboration with other Deans, Department Chairs, and the Academic Senate, periodically review processes, procedures, and accountability measures to ensure compliance with Education Code, title 5, and Board policies related to curriculum, articulation, guided pathways, scheduling, and catalog. *E*

Participate and provide leadership on participatory governance committees and workgroups. *E*

Prepare and submit a variety of curriculum, articulation, accreditation, statistical, and narrative reports; prepare reports, annual recap data and special reports, proposals, recommendations and other materials as requested; coordinate and respond to periodic audits. *E*

Analyze, formulate, plan and evaluate with college leadership the broad training and educational goals of the college community. *E*

Approved by the BOT 08.13.19

Evaluate professional development needs of faculty and staff through assessment, needs analysis, surveying, and consultation with appropriate parties. *E*

Develop and facilitate professional development training opportunities related to College Goals in support of employee development, quality improvement, leadership development, customer/student service excellence, and compliance training. *E*

Plan, design and implement specific activities focused on learning environment improvement including teaching and learning technique development, coaching, classroom assessment, surveys, and professional team building. *E*

Plan, design, and implement the new faculty (orientation) academy. *E*

Responsible for coordinating and monitoring the use of the Center for Institutional Effectiveness (CFIE) and supervision of staff. *E*

In partnership with Human Resources, develop a college-wide succession plan while identifying processes and courses associated with each level of career development. *E*

Assist HR with management and monitoring of district training requirements for new and existing employees, as well as employee engagement and recognition policies for the college. *E*

Ensure required trainings are completed by faculty and staff and that participation thresholds are met. *E*

Work proactively to monitor college data and ensure vision for success goals are attained. *E*

Prepare, recommend and administer the annual program budget for assigned programs. *E*

Provide leadership for the development of partnerships with other programs, grants and other potential sources of financial assistance. *E*

Serve on local, district, and state committees as assigned; assist in interpreting college programs and services to the general public. *E*

Foster new program development as appropriate.

Provide communication to the main campus support services, such as instructional media, assessment, telecommunications needs, counseling services and other services as needed. *E*
May be required to work evenings and weekends as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and State laws and regulations governing employees and educational organizations.

Organizational skills, strong written and oral communication skills

Adult learning principles and group presentation skills.

A variety of change management principles, practices, process, techniques, implementation, and facilitation.

Instructional methodology and classroom assessment.

Program review and evaluation processes.

Evaluation and assessment processes; use of data.

Grant writing techniques.

Budget preparation and control.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Model and set expectations of high professionalism and ethics.

Effectively represent the Center and the College to faculty, staff, managers, administrators and the community at large.

Effectively train, supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Master's degree from an accredited institution and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Evidence of a sensitivity to and an understanding of the diverse academic, socio-economic, cultural, physically challenged and ethnic backgrounds of community college students, staff, faculty, and administrators.

WORKING CONDITIONS:

Office environment; position requires hearing and speaking to communicate and exchange information.