

Barstow Community College District

JOB DESCRIPTION

POSITION: DIRECTOR OF ARTS AND SCIENCES

BASIC FUNCTION

Under the direction of the Vice President of Academic Affairs, provides leadership, administration, and management of the transfer education curriculum. Also accountable for the supervision of transfer education faculty, fiscal performance, transfer education program development, maintaining sound liaison with local high schools, and the community to ensure relevancy of program offerings.

REPRESENTATIVE DUTIES

- ▶ Supervise transfer education faculty, including employment, day-to-day direction, evaluation, recommendation for promotion and tenure, and remediation discipline.
- ▶ Provide input to the Vice President of Academic Affairs in the development of the budget in accordance with institutional parameters and guidelines.
- ▶ Oversee new academic programs and evaluate existing programs in the transfer education on a continuous basis making appropriate modifications.
- ▶ Administer the area through sound and accurate communication of institutional policies, procedures, practices, and executive decisions and philosophy of the President and Board imperatives.
- ▶ Prepare initial input on the master teaching schedule and teaching load assignments to the Vice President of Academic Affairs.
- ▶ Develop goals and strategies for accomplishing assigned responsibility; actively participate in College strategic and annual planning processes.
- ▶ Advise and implement faculty development particularly in the area of instructional technology, assessment and insuring all transfer education faculty maintain currency in their discipline.
- ▶ Provide input to the Vice President for new facilities and for the modification of existing facilities which support the transfer education programs.
- ▶ Manage all facilities and fiscal resources assigned to this area.
- ▶ Develop and implement programs promoting the academic offerings.
- ▶ Serve as campus evening supervisor on a rotational basis with other administrative personnel.
- ▶ Provide the data which demonstrates the outcomes of the academic programs in the liberal arts.
- ▶ Review and recommend in a timely manner to the Vice President action of promotions, leaves, out-of-state travel, faculty tenure decisions, and other personnel changes.
- ▶ Assist and advise the Vice President on College policy pertaining to areas of faculty, curriculum, instruction, and support services.
- ▶ Performs other related duties as required.

EDUCATION AND EXPERIENCE

- ▶ Demonstrated success or capability as an administrator, as a department chair, director, an assistant dean, or dean preferably at a comprehensive community college.
- ▶ Earned Master's degree from an accredited institution in a liberal arts/transfer education discipline.
- ▶ Two years of full-time college teaching experience in a liberal arts discipline.

KNOWLEDGE AND ABILITIES

- ▶ Ability to function successfully as a member of the College management team.
- ▶ Ability to supervise faculty, staff and administrators in the liberal arts division.
- ▶ Ability to develop and administer a budget within institutional parameters and guidelines.
- ▶ Demonstrated commitment to excellence in undergraduate education and professional service to students and service to the business/industrial community.
- ▶ Ability to maintain an active and relevant liberal arts program offerings.
- ▶ Ability to effectively communicate orally and in writing.
- ▶ Articulation processes.
- ▶ Practice an open communications style which involves people at all levels in the decision-making process.

WORKING ENVIRONMENT

Environment:

Office environment, subject to interruptions; travel to off-campus locations.

Physical Abilities:

Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make presentations; sitting for extended periods of time.

CONDITIONS OF EMPLOYMENT

A full-time, 12-month, management position which reports to the Vice President of Academic Affairs. Indexed to placement on the Administrative and Management Salary Schedule at the Director II level. This position is subject to evening hours and weekends.

Board approved: 09/13/07