

Barstow Community College District

JOB DESCRIPTION

POSITION: DEAN OF INSTRUCTION

BASIC FUNCTION:

Under the direction of Vice President, Academic Affairs, plan, organize, administer, develop and evaluate the programs, projects and activities of assigned instructional area(s)/department(s). Provide leadership for faculty and staff in program development and offering quality educational services for College students, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

- Provide leadership for program development and review; work directly with faculty to plan for curriculum development, additions, modifications, and deletions; set priorities for resource needs; provide program analysis and multi-year instructional plans and participate in strategic and long-range instructional planning for the District. *E*
- 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, review and evaluate the programs, activities and/or curriculum of assigned programs and/or services that meet accreditation/industry standards. *E*
- Determine and fulfill needs for other college sites and centers regarding instructional programs and services; provide for proper staffing of classes; administer and evaluate courses and assigned instructional staff. *E*
- 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*
- Evaluate, approve and process requests for field trips, conference attendance, textbook selection, supplies, equipment orders, independent study, credit by exam, course waivers and other student petitions. *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, managers and classified staff in Academic Affairs 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
- Adult learning theory and learning styles
- Evaluation methods
- Enrollment management
- Collective bargaining agreements
- Multiple methods of instruction
- Curriculum development and course articulation
- Matriculation
- Budget preparation and control
- Principles and practices of administration, supervision and training
- Interpersonal skills using tact, patience and courtesy
- District organization, operations, policies and objectives
- Oral and written communication skills
- Information technology systems and solutions
- Policies and objectives of assigned program and activities
- California Education Code and Title 5

ABILITY TO:

- Plan, organize, develop and evaluate the programs, activities and curriculum of program areas
- 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
- Present a positive image of the College in the community
- 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

EDUCATION AND EXPERIENCE:

Master's degree from an accredited college or university and One year of administrative experience, formal training, internship, or leadership in a related area and three years of post-secondary teaching experience.

WORKING CONDITIONS:Environment:

Demanding office environment.

Physical Abilities:

Sitting at a keyboard for extended periods of time, carrying boxes and other registration materials, bending at the waist, lifting objects weighing up to 14 pounds, and hearing and speaking to exchange information and make presentations.

CONDITIONS OF EMPLOYMENT

A full-time, 12-month, certificated management position. Indexed to placement on the Administrative and Management Salary Schedule at a range 17. This position is subject to evening hours and weekends.

Board Approved: 12/15/10