

(Clean version of Updated Job Description)

Associate Dean of Academic Support Services

Barstow Community College District

JOB DESCRIPTION

This is a full-time, 12-month, certificated management position, indexed to placement on the Administrative and Management Salary Schedule at a Range 16

Under the direction of an area Dean, the Associate Dean of Academic Support Services has the primary responsibility for providing vision, leadership, and management of programs and services designed to facilitate student learning and promote student success, regardless of modality (traditional, online, hybrid). This includes library services, tutoring services, course-embedded academic supports, supplemental instruction, technical skills orientations & workshops, structured study hall, academic skills workshops, early alert program, testing, open computer lab, teaching support services, and other ongoing instructional support initiatives.

REPRESENTATIVE DUTIES

1. Provide management to the development and implementation of innovative strategies to support student learning and retention through graduation
2. Collaborate with faculty, academic departments and support programs to develop and implement innovative programs and strategies to support student learning in the traditional, online, or hybrid classroom, including but not limited to, non-credit support courses, embedded tutoring, and embedded Librarian
3. Oversee the development of a comprehensive tutor training program and the expansion of other academic support programs such as supplemental instruction, structured study hall, academic skills workshops, early alert program, and other ongoing academic support services
4. Recruit, hire, supervise, evaluate, coordinate, train and schedule workload for assigned staff, faculty, teaching assistants, and temporary workers
5. In collaboration with the CTE area Dean, support Dual Enrollment efforts with the College's high school partners by providing academic support services that include tutoring, technical orientations, and other resources both online and in person
6. In collaboration with the Librarian, responsible for the efficient management of the Library, including operations, participation in budget development, program review, supervision of library staff, and the effective coordination of library services at Barstow College Community
7. Responsible for the efficient management of the Teaching and Learning Support Center (TLSC), including operations, budget, supervision of TLSC staff, and the effective coordination of academic support services at Barstow College Community
8. Collaborate with college faculty to effectively connect classroom teaching and learning to Library and TLSC practices and outcomes
9. In collaboration with faculty and respective departments, develop and implement various forms of educational technology in support of the Library and the TLSC, including

online services

10. Develop appropriate initiatives to meet students' needs and to assist the College in achieving its mission and vision
11. Collaborate with other departments and divisions to support faculty-led tutorial activities that meet identified student academic support needs beyond the scope of academic-support-center-based tutoring
12. In collaboration with the Librarian, assess, monitor and evaluate the needs of the Library, including the development and implementation of policies and procedures, as well as establishing measurable outcomes
13. Participate in an on-going planning process that includes specific goals, objectives, activities, and time frames; assist in the development of the Library and the TLSC annual budgets; develop annual goals and action plans
14. Develop program review, including necessary changes to keep program current with District policy and state/federal mandates
15. Attend relevant professional development training, statewide meetings, and activities related to assigned area
16. Ensures compliance with Education Code, Board policies, federal and state laws and regulations, College policies and accreditation requirements
17. In collaboration with the Director of Research, Development & Planning, prepare and submit reports and surveys to the Chancellor's Office and other agencies, as appropriate
18. Monitor the collection and use of data to guide effective administrative decision-making and needs assessment
19. Develop outreach and publicity efforts to create awareness of Library and TLSC services through a variety of communication channels and methods; collaborate with relevant departments to promote the Library and the TLSC
20. Develop, implement, and maintain a plan for securing, maintaining, updating, and replacing computer equipment, software, and testing materials; implement security and test monitoring procedures for all proctored exams and materials to ensure the integrity of test instruments and student results
21. Develop and provide opportunities for faculty to collaborate and share best practices in teaching and learning
22. Participate in and/or chair various District committees as assigned
23. Remain current on research, best practices and new initiatives regarding library services, tutoring, testing, proctoring, and learning support, and provide related professional development for faculty, staff, and student workers through classes, workshops, and one-on-one training as appropriate
24. Utilize campus systems to refer students with academic counseling needs to counselors, or link students to other campus services as needed
25. In collaboration with the Director of Military Programs, provide academic support services at Fort Irwin and other military sites
26. Perform other duties as assigned

QUALIFICATIONS

Education/Training:

A master's degree from an accredited college or university in an area appropriate to the responsibilities of the position

Experience:

- Three or more years in a higher education environment
- At least one year of increasing level responsibility in a tutorial or learning center
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees

Knowledge Of:

- Higher education in community colleges, including the mission of the California Community Colleges
- Principles and practices of tutoring, training, supplemental instruction, learning resources, administration, general management, and supervision
- Interpersonal skills using tact, patience and courtesy
- Adult learning theory and practices which promote effective teaching and learning
- Instructional technology and active learning strategies
- Education Code, Title 5; District policies and procedures
- Current office and educational computer software
- Budget practices
- Staff and organizational development models
- Policies and objectives of assigned program and activities

Ability To:

- Plan, organize, develop, implement, and evaluate programs and services
- Manage faculty and staff
- Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students
- Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community
- Serve as an effective leadership team member
- Prepare and submit reports to supervisors and reporting agencies
- Communicate effectively both orally and in writing
- Work effectively with students, faculty and staff from diverse backgrounds and promote access and equity
- Demonstrate an understanding and sensitivity to the needs of diverse students, especially those from traditionally disadvantaged backgrounds
- Utilize computer technology and appropriate software programs
- Demonstrate organizational skills and initiative
- Engage in creative problem solving

Board Approved: