

Barstow Community College District Dean of Instruction

DEFINITION:

Under the direction of the Vice President of Academic Affairs, the Dean of Instruction serves as administrator and supervisor of assigned instructional areas, pathways, departments, and support programs; fosters a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; leads by example; actively participates in and supports District-wide participatory governance components and activities and other collaborative processes; encourages professional excellence among the faculty and staff while promoting an organizational culture of equity, inclusion, creativity, and innovation.

REPRESENTATIVE DUTIES:

1. Provide effective leadership for pathway, department, and program development, program review, and outcomes assessment, utilizing appropriate data input and relevant resource allocation; recommend changes to maintain relevance of area programs to meet student and community needs; and participate in strategic and long-range planning for the District.
2. Promote participatory governance through active participation on college and district committees.
3. Encourage excellence in teaching; arrange for department/pathway orientation of new faculty and staff; work with appropriate staff and faculty to create professional development activities; and hold regular pathway lead and/or pathway division meetings.
4. Provide guidance to and work collaboratively with pathway leads and faculty coordinators in support of day-to-day operations of pathways and instructional areas.
5. Foster effective relations across the campus and with the community.
6. Work collaboratively with faculty and administrators to plan, organize, develop, schedule, and evaluate the programs, activities, and curriculum of assigned programs and services in alignment with the College's mission, vision, and values along with current legislative developments, educational initiatives, and accreditation and industry standards.
7. Promotes the assessment of student outcomes in order to determine the effectiveness of student learning and development in instructional programs.

Board Approved:

8. Work in collaboration with other administrators to manage enrollment, resource allocation, scheduling, and productivity in meeting student needs on the College's physical and virtual campuses.
9. Maintain current knowledge of new developments and innovations in community colleges and higher education in general and recommend changes to area programs to meet student and community needs.
10. In collaboration with other administrators, promote, communicate and facilitate partnerships with educational, community, military, and public and/or private agencies to determine needs for new courses, services and/or programs.
11. Provide guidance and support to faculty and staff in incorporating instructional design principles that reflect equity-minded learning theory and instructional practices while promoting development and implementation of current policies, procedures, and standards of effective course and program delivery modalities for continual improvement towards student success.
12. Provide accurate and appropriate information for internal and external reports; make presentations as necessary to various groups within the District, community, and state; accurately interpret applicable laws, regulations, and collective bargaining contract provisions.
13. Employ appropriate techniques and strategies to resolve student, faculty, and staff conflicts and issues within assigned areas in collaboration with other managers, staff, and pathway division leads as applicable.
14. Develop area budgets and manage financial resources consistent with District policy and sound financial management principles.
15. Evaluate faculty, managers, and classified staff in Academic Affairs in accordance with proper management practices and implement articles of collective bargaining agreements as applicable.
16. 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.
17. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Possession of a Master's degree from an accredited institution.

One year of training, internship, or leadership experience reasonably related to the administrative assignment.

Three years of successful community college teaching or other related work experience

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal, state, and local laws and regulations pertaining to California Community Colleges.
- Current theories on teaching and learning, including use of technology, Learning Management Systems (LMS) and related support programs and services
- Evaluation methods
- Enrollment management
- Curriculum development and course articulation
- Participatory approaches to governance
- 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

ABILITY TO:

- Plan, organize, develop, and evaluate the programs, activities, and curriculum of assigned instructional areas
- Develop and monitor a class schedule
- Communicate effectively, both verbally and in writing
- Work effectively with students, faculty, and staff from diverse backgrounds and experiences to promote access, equity, and inclusion
- Train, supervise, and evaluate personnel
- Accurately read, interpret, apply, and explain District rules, regulations, policies and procedures

- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Plan and organize work
- Set goals and priorities for the college, in alignment with the Strategic Plan
- Organize and chair meetings, lead workshops, and facilitate group discussions

WORKING CONDITIONS:

Environment: Office environment

Physical Abilities: Hearing and speaking to exchange information and make presentations; seeing to read variety of materials; and dexterity of hands and fingers to operate a computer keyboard. Ability to sit for a long period. Ability to lift and carry 10 lbs.

STATUS/RATIONALE:

This is an educational administrator position, range 19. This position has direct responsibility for formulating and implementing district policy.