

PALOMAR COMMUNITY COLLEGE DISTRICT

DEAN, INSTRUCTION

BASIC FUNCTION

Under the direction of the Vice President of Instruction, plan, organize, administer, develop and evaluate the programs, projects and activities of assigned instructional division; provide leadership for faculty and staff in offering quality educational services for College students; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES

1. Provide leadership for program development and work directly with Department Chairs to plan for curriculum 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.
2. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs; establish advisory committees as appropriate.
3. 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 with the Department Chairs.
4. Direct instructional-related services or programs as directed by the Vice President.
5. Prepare or review documents for program and course development in concert with the Department Chairs; produce accurate schedules, catalog information and program publicity.
6. Confer through Department Chair with faculty regarding ideas for program improvement to find resources for development through grants and special projects.
7. Maintain current knowledge of new developments and innovations in community colleges and higher education; recommend changes to maintain relevance of Division programs and to meet student and community needs.
8. Consult with Department Chairs to design a schedule of classes to meet the needs of students; review assignment of faculty to classes, monitor schedules and workload for accuracy throughout the semester, and assure accurate and timely attendance reporting for all courses offered in the Division.
9. Recommend instructional policy as necessary for the District to properly implement programs and services.
10. Communicate with Department Chairs 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 program.

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11. Exercise leadership in the development of the division budget and manage financial resources consistent with District policy and sound financial management principles; allocate and re-allocate scarce resources among competing requests for funds.
12. Work cooperatively with other administrators and supervisors to coordinate programs and services across the curriculum and at all locations to meet student needs; resolve conflicts and issues within the Division and between divisions.
13. Evaluate, approve and process requests for field trips, conference attendance, textbook selection, supply, equipment orders, independent study, credit by exam, course waivers and other student petitions.
14. Assure proper use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations.
15. Facilitate academic partnerships with Division faculty, faculty in feeder high schools and four-year transfer institutions; assure maximum course articulation for students.
16. Encourage excellence in teaching; orient new faculty and staff; determine needs for staff development; plan appropriate Division staff development activities including flexible calendar days; contribute to recordkeeping for staff development accountability.
17. Analyze requests for staff to meet short and long-term needs and make recommendations to the Vice President; assist in development of job descriptions for new positions.
18. Organize committees for the hiring process and assure compliance with District personnel policies, procedures and practices for the employment of faculty, classified staff, student workers and short-term, temporary and substitute employees.
19. Evaluate faculty and classified staff and review evaluations of faculty assigned to Department Chairs according to proper management practices and implement articles of collective bargaining agreements.
20. Support, implement and promote compliance with the District's Staff Diversity and Affirmative Action Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
21. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
22. Participate in shared governance through service on planning and/or operations committees and task forces.
23. Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES

Knowledge of:

Higher education in community colleges, including the mission of the California Community Colleges.

Adult learning theory and learning styles.

Multiple methods of instruction.

Evaluation methods.

Curriculum development.

Course articulation.

Steps in student 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.

Policies and objectives of assigned program and activities.

Ability to:

Plan, organize, develop and evaluate the programs, activities and curriculum of a College instructional division.

Develop and modify curriculum to meet student and community needs.

Communicate effectively, both verbally and in writing, with faculty, staff, students and community members.

Work effectively with students, faculty and staff from multicultural backgrounds and promote access and equity.

Present a positive image of the College in the community.

Train, supervise and evaluate personnel.

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 Division in the context of the overall instructional program and participate with the management team to set goals and priorities for the College as a whole.

Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting and decision making.

Organize multiple projects and carry out required project details throughout the year.

Evaluate and support faculty/staff recommendations for program improvements and/or new program efforts.

Develop grant or special projects applications.

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EDUCATION AND EXPERIENCE

Master's degree and two years of management experience including supervision and evaluation of instructional personnel and budget management and three years of post-secondary teaching experience.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license.

WORKING CONDITIONS

Office environment.