

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Dean, Instructional**

**Department: Assigned Instructional Division**

**FLSA Status: Exempt**

**Staff Category: Senior Administration (Educational Administrator)**

**Salary Range: 75**

**Supervision Received From: Assistant Superintendent/Vice President of Instruction**

**Original Date: July, 2012**

**Supervision Given: Faculty, Administrative, Supervisory, and Classified Staff Within Assigned Area of Responsibility**

**Last Revision: November, 2020**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **JOB SUMMARY.**

Responsible for providing leadership in the planning, organizing, administering, developing and evaluation of the instructional programs, projects and activities of the assigned instructional division, to include providing advocacy for faculty and staff in the offering of quality instructional programs and support services for students, and supervising and evaluating the performance of assigned personnel.

### **DISTINGUISHING CHARACTERISTICS.**

The Dean, Instructional is a stand-alone class and is distinguished from other administrators by its responsibility for providing leadership and direction in the development and provision of classes.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Directs, plans, organizes, implements, and administers instructional activities and services in assigned area of responsibility through department chairs, subordinate managers, and supervisors.
3. Coordinates and integrates functional responsibilities with other District departments to achieve efficient, effective, and customer-responsive performance.
4. Provides leadership for faculty and staff whose principal functions are to provide instruction to students; initiates program development and works directly with department chairs to plan for curriculum additions, modifications, and deletions; sets priorities for resource needs; provides program analysis and multi-year instructional plans and participates in strategic and long-range instructional planning for the District.
5. Communicates with leaders in the private and public sectors and in educational agencies to determine needs for

new courses and programs; establishes advisory committees as appropriate.

6. Coordinates curricula among departments; provides leadership in the development of new programs; recommends instructional policies as necessary in order to properly implement programs and services.
7. Determines and fulfills needs for other college sites and centers regarding instructional programs and services; provides for proper staffing of classes; administers and evaluates courses and assigned instructional staff with the department chairs.
8. Directs instructional-related services or programs as directed by the Assistant Superintendent/Vice President of Instruction.
9. Prepares or reviews documents for program and course development in concert with the department chairs; produces accurate schedules, catalog information and program publicity.
10. Consults with department chairs to design a schedule of classes to meet the needs of students; reviews assignment of faculty to classes, monitors schedules and workload for accuracy throughout the semester, and assures accurate and timely attendance reporting for all courses offered in the division.
11. Coordinates and oversees the completion of building construction efforts with faculty; meets with architects and user groups to plan new buildings; works with Facilities staff to ensure building functionality.
12. Communicates 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 College's overall instructional program.
13. Exercises leadership in the development of the division budget and manages financial resources consistent with District policy and sound financial management principles; allocates and reallocates scarce resources among competing requests for funds.
14. Establishes and maintains collaborative working relationships with administrators, faculty, and staff to coordinate programs and services across the curriculum and at all locations to meet student needs; resolves conflicts and issues within the assigned division and between other divisions.
15. Evaluates, approves, and processes requests for field trips, conference attendance, textbook selection, supply, equipment orders, independent study, credit by exam, course waivers, grade disputes, sabbatical leaves, faculty and staff travel, and other applicable items.
16. Directs, organizes, implements, and oversees long- and short-range programs and activities designed to develop specific programs and support the District's institutional strategic plan.
17. Identifies, pursues, and oversees alternative funding sources for programs via grants.
18. Assures proper use and security of assigned facilities, equipment maintenance, and compliance with health and safety regulations.
19. Directs and participates in the compilation, development, review, and dissemination of a variety of complex narrative and statistical reports regarding program operations and activities.
20. Facilitates academic partnerships with division faculty, faculty in feeder high schools and four-year transfer institutions; assures maximum course articulation for students.
21. Encourages excellence in teaching; orients new faculty and staff; determines needs for staff development; plans appropriate staff development activities for division staff including flexible calendar days; contributes to recordkeeping for staff development accountability.
22. Analyzes requests for staff to meet short- and long-term needs and make recommendations to the Assistant Superintendent/Vice President of Instruction; assists in development of job descriptions for new positions.

23. Organizes committees for the faculty hiring process and assures compliance with District personnel policies, procedures and practices for the employment of faculty, classified staff, student workers and short-term, temporary and substitute employees.
24. Evaluates faculty and classified staff and reviews evaluations of faculty assigned to department chairs according to proper management practices; implements articles of collective bargaining agreements.
25. Encourages the diversity of faculty and staff, curriculum, programs, and services in support of the diverse student population served by the College; supports and facilitates compliance with the District's equal employment opportunity policies, procedures, plans, and services.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Maintains current knowledge of new developments and innovations in community colleges and higher education; recommends changes to maintain relevance of division programs and to meet student and community needs.
4. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Managerial and leadership principles and practices.
2. Higher education in community colleges, including the mission of the California Community Colleges.
3. Adult learning theory and learning styles.
4. Multiple methods of instruction.
5. Evaluation methods.
6. Curriculum development principles, practices, and processes.
7. Enrollment planning and scheduling processes.
8. Applicable Federal, State, and local codes, laws, and regulations.
9. District governance structure and processes.
10. Developments, initiatives, and innovations in community colleges.
11. Grant funding sources.
12. Course articulation principles and practices.
13. Student matriculation principles, practices, and methodologies.
14. Budgeting principles and practices.
15. Public relations principles and practices, including the use of tact, patience, and courtesy.
16. District organization, operations, policies, and objectives.
17. Policies and objectives of assigned program and activities.

**Skill in:**

1. Supervising, training and directing the work of others.

2. Utilizing a computer and related software applications.
3. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
4. Establishing and maintaining effective working relationships with those contacted in the course of work.
5. Developing and maintaining department budget.
6. Interpreting complex data and information.
7. Communicating clearly and concisely, both orally and in writing to faculty, staff, students, and community members.
8. Mediating difficult and/or hostile situations.
9. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
10. Compiling and organizing data from a variety of sources.
11. Maintaining accurate and complete records.
12. Maintaining confidentiality and exercising discretion.
13. Providing leadership to faculty, staff, and within the community.
14. Planning, organizing, developing, and evaluating programs, activities, and curriculum of a college instructional division.
15. Developing and modifying curriculum to meet student and community needs.
16. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
17. Understanding the needs of the division in the context of the overall instructional program and participating with the management team to set goals and priorities for the College as a whole.
18. Organizing multiple projects and carrying out required project details throughout the year.
19. Evaluating and supporting faculty and staff recommendations for program improvements and/or new program efforts.
20. Managing and overseeing specially funded programs.
21. Conducting advanced-level research and reporting findings in a clear and concise manner.
22. Developing grant or special projects applications.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

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

**Education/Training:**

A Master's degree from an accredited college or university.

**Diversity Statement:**

Requires sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

**License and/or Certificate:**

Possession of, or ability to obtain, an appropriate valid California Driver's License by time of appointment.

**Preferred Qualifications:**

- Administrative experience, preferably in a community college.
- College-level teaching experience, and/or demonstrated experience regularly and effectively communicating ideas to groups of individuals.
- Grant writing and management experience.
- Demonstrated evidence of a collegial management style consistent with shared governance practices.

**WORKING CONDITIONS.****Environmental Conditions:**

Office environment.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. Must be able to travel between education centers, satellite sites and other District locations.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.