



Classification Title: Dean of Instruction

Department:	Instruction Office	EEO6 Code:	1
Employee Group:	Senior Administration (Educational Administrator)	Salary Grade:	75
Supervision Received From:	Assistant Superintendent/Vice President, Instruction	Date of Origin:	1/2024
Supervision Given:	Assigned Administrative, Supervisory, Confidential, Classified, Hourly, and Volunteer Employees	Last Revision:	1/2024

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 by individual positions.

JOB SUMMARY.

Under the direction of the Assistant Superintendent/Vice President, Instruction, plans, organizes, directs, and evaluates assigned functions associated with maintaining quality instructional and academic programs; provides leadership and direction in the development of curricula, academic pathways, structures for class scheduling, and the college catalog.

DISTINGUISHING CHARACTERISTICS.

The Dean of Instructional Services is a stand-alone classification is distinguished from the District's other Dean classes by its leadership over curricula, class scheduling, the college catalog, and relevant functional areas, whereas other Dean classes provide leadership to either specific instructional divisions or the Counseling Services division.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, 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 reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Provides leadership for enrollment management, schedule planning; creates templates for scheduling at multiple centers; prioritizes activities and resources; provides program analysis, reports for divisional deans, and multi-year instructional plans and participates in strategic and long-range instructional planning for the District.
3. Coordinates curricula among instructional and non-instructional divisions; provides leadership in the development of new programs and the evaluation of existing programs; ensures all instructional programs are sequenced, mapped, and scheduled appropriately.
4. Recommends instructional policies as necessary in order to implement and evaluate programs and services properly; maintains various systems of record for curricula data across multiple platforms, vendors, and agencies; serves as the Instruction Office representative on the Curriculum Committee.
5. Leads faculty and other employees in the development and implementation of guided pathways, including the development of meta majors.

6. Directs and coordinates the inter-departmental production of the college catalog and class schedule; produces a timely and accurate class schedule, college catalog, and other publications.
7. Assures compliance for online education and accessibility to meet federal, state, and accreditation standards; coordinates with Professional Development and the Faculty Senate to achieve faculty distance education certification, training, policies, and procedures.
8. Directs, organizes, implements, and oversees long- and short-range programs and activities designed to develop specific programs that support the District's institutional strategic plan, the Instructional Services division's program review and planning, and accreditation standards.
9. Facilitates academic partnerships with faculty, faculty in feeder high schools, and four-year transfer institutions to assure maximum course articulation for students; serves as a liaison to Student Services to provide support for dual and concurrent enrollment programs.
10. Provides leadership and oversight to administer, enhance and expand the dual enrollment and early college program in accordance with established guidelines.
11. 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.
12. Supports the District's negotiated collective bargaining agreements; monitors the status of faculty loads, minimum classroom enrollment, and evaluation and tenure procedures; administers the tenure and review process.
13. Coordinates with education center directors, deans, and department chairs regarding instructional programs and services to fulfill needs for programs and services appropriate to each education center.
14. 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; Identifies, pursues, and oversees alternative funding sources for programs via grants.
15. Directs and participates in the compilation, development, review, and dissemination of a variety of complex narrative and statistical reports regarding program operations and activities.
16. Participates in the orientation of new faculty; determines needs for faculty professional development and plans appropriate activities; contributes to recordkeeping for professional development accountability.
17. In conjunction with the Professional Development office, encourages faculty excellence by developing and implementing institutional projects that support learning in the classroom, including, but not limited, to supporting active learning activities and materials and assessing new instructional technology.
18. Establishes and maintains collaborative working relationships with administrators, deans, faculty, and staff to coordinate programs and services across the curriculum and at all locations to meet student needs.
19. Leads assigned social justice and equity initiatives and encourages the diversity of faculty and staff, curriculum, programs, and services in support of the diverse student population served by the District; supports and facilitates compliance with the District's equal employment opportunity policies, procedures, plans, and services.
20. Serves as the liaison between Instructional Services and other areas of the District; coordinates and integrates functional responsibilities with other District departments to achieve efficient, effective, customer-responsive performance.
21. Directs and participates in the compilation, development, review, and dissemination of a variety of complex narrative and statistical reports regarding program operations and activities.
22. Researches and recommends technology solutions and new and/or revised procedures and practices to increase the efficiency and functions of the Instructional Services division.

23. Coordinates facilities and maintenance projects that impact the overall Instructional Services division.

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 other areas of higher education; recommends changes to maintain the relevance of programs and course offerings to the community.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/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.

License and/or Certificate: Possession of an appropriate valid California Driver's License by time of appointment.

Preferred Qualifications:

- Administrative experience, preferably in a community college.
- Experience with class scheduling and enrollment strategies.
- Grant writing and management experience.

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. Communicating clearly and concisely, both orally and in writing to faculty, staff, students, and community members.
6. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
7. Developing and maintaining department budget.
8. Interpreting complex data and information.
9. Mediating difficult and/or hostile situations.
10. Effectively responding to all situations/incidents using sound judgment and decision-making skills.
11. Compiling and organizing data from a variety of sources.
12. Maintaining accurate and complete records.
13. Maintaining confidentiality and exercising discretion.
14. Providing leadership to faculty, staff, and within the community.
15. Planning, organizing, developing, and evaluating programs, activities, and curriculum of a college instructional division.
16. Developing and modifying curriculum to meet student and community needs.
17. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
18. 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 a community college district as a whole.
19. Organizing multiple projects and carrying out required project details throughout the year.
20. Evaluating and supporting faculty and staff recommendations for program improvements and/or new program efforts.
21. Managing and overseeing specially funded programs.
22. Conducting advanced-level research and reporting findings in a clear and concise manner.
23. Developing grant or special projects applications.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions with extensive exposure to computer screens and contact with faculty, students, other departments and the public. The noise level is usually quiet to moderate. This position requires occasional travel to District and other locations.

Physical Conditions: Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation.

TERMS OF EMPLOYMENT.

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