



Classification Title: Associate Dean, Instructional

Department:	Assigned Instructional Department	EEO6 Code:	1
Employee Group:	Administrative Association (Educational Administrator)	Salary Grade:	72
Supervision Received From:	Dean, Instructional	Date of Origin:	10/2016
Supervision Given:	Assigned administrators, supervisors, faculty, classified, short-term, student, and volunteer employees	Last Revision:	5/2025

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.

Provides administrative leadership and supervision within an assigned District-wide program including schedule development and planning to meet the educational needs of students and the community; develops and creates new programs, services and partnerships; integrates and implements programming and management for assigned areas of responsibility; plans, coordinates and directs assigned educational or support programs.

DISTINGUISHING CHARACTERISTICS.

The Associate Dean, Instructional is distinguished from the Dean, Instructional by its responsibility for the administration of an assigned District-wide program within a division, while the latter is a senior administrator responsible for administering all departments, programs and services of the Instructional Division. The Associate Dean, Instructional is distinguished from program directors by its responsibility for developing and creating new programs, services and partnerships for a District-wide program within an Instructional 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. Administers credit and noncredit District-wide programs for assigned areas of responsibility; supports systematic assessment of student progress and learning outcomes; develops and collects required student data; and reviews and recommends changes to maintain relevance of programs to meet student and community needs.
3. Serves as the main point of contact with K-12 districts, community organizations and business partners to ensure assigned District-wide programs are current and consistent with student and community needs; develops and creates new programs, services and partnerships.
4. In alignment with the District's student success and equity goals, establishes, monitors, and reports on programmatic goals including targets for students and courses, equity specific goals, and student success metrics; collaborates with District stakeholders, K-12 and business partners to synthesize goals and data for program improvements.
5. Directs and/or coordinates instructional faculty, counseling and/or other support for assigned District-wide programs and services.
6. Assures the timely preparation, distribution, and/or maintenance of required records, reports, and files; analyzes and evaluates documentation as necessary.

7. Assures regular review and revision of courses of study, implementing federal and state regulations, course classification, methods of instruction, taxonomy of District-wide programs, and other required information; acts as a liaison for assigned District-wide program with other deans regarding programming and student support services.
8. Ensures that course schedules are planned and developed to meet both student and college needs to maximize student success and reach full-time equivalent student (FTES) goals.
9. Facilitates maintenance of relevant curriculum appropriate to the District's mission; promotes instructional programs in assigned areas of responsibility.
10. In collaboration with the Dean, provides solutions to problems involving students, District employees, and the public on such issues as enrollment, registration, complaints, and personnel; monitors class size and cancellations.
11. Recommends instructional and general policies relevant to assigned areas of responsibility; conducts meetings to facilitate planning and collegial decision-making; informs faculty and staff about issues and projects for District instructional programs.
12. In collaboration with faculty and staff, ensures student success and outcomes are met using appropriate data and research tools which may include assessing students and monitoring their progress.
13. Provides administrative and technical support to faculty including, but not limited, to curriculum, program approval, labor market trends, instructional facilities usage, and well-equipped facilities and labs; supervises the development of new or revised course curricula, course syllabi, schedules, catalogs, or other materials related to assigned District-wide program.
14. Identifies and prioritizes District-wide program needs, secures available funding, and strategically allocates and reallocates resources for instructional programs.
15. Participates in the development of District plans, including the Strategic Plan and Program Review and Planning.
16. Exercises leadership in the development and monitoring of the budget and manages fiscal resources consistent with District policy and sound financial management principles and administers external funding projects.
17. Develops and executes planning, research and analysis for special projects.
18. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
19. Participates in shared governance through service on planning and/or operations councils and committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

Marginal Functions:

1. 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.

Licenses/Certificates: Possession of an appropriate, valid California driver's license by time of appointment.

Preferred Qualifications:

1. Demonstrated evidence of a collegial management style consistent with shared governance practices.

Knowledge of:

1. Management principles and practices.
2. Federal, state and local laws, codes, rules, regulations and court decisions applicable to community colleges and noncredit education, including the California Education Code and Title 5 of the California Code of Regulations.
3. Adult learning theory and learning styles.
4. Multiple methods of instruction.

5. Curriculum development principles, practices, and processes.
6. Enrollment planning and scheduling processes.
7. Grant funding sources.
8. Labor market data analysis and workforce development practices.
9. Course articulation principles and practices, including alignment with credit courses and adult education courses.
10. Student matriculation principles, practices, and methodologies.
11. Budgeting principles and practices.
12. Funding methods and regulations regarding the use of general and restricted funds.
13. Public relations principles and practices, including the use of tact, patience, and courtesy.
14. Policies and objectives of assigned program and activities.
15. Research methods and data collection and analysis techniques.
16. Principles and practices of budget preparation and monitoring.
17. Modern office practices, procedures and equipment including computers and software programs applicable to assigned areas of responsibility.
18. Principles and practices of sound business communication.

Skill in:

1. Planning, organizing, and directing credit and noncredit community college educational programs.
2. Managing, training and evaluating the work of others.
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 a 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 assigned staff and within the community.
14. Coordinate projects and set goals and priorities with other leaders within a college to offer effective services to students.
15. Planning, organizing, developing, and evaluating programs, activities, and curriculum in adult and higher education.
16. Developing and modifying curriculum to meet student and community needs.
17. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
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.
23. Establishing and maintaining effective working relationships with those contacted in the course of work.
24. 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.

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.

Physical Conditions: Essential and marginal functions require maintaining physical condition necessary for ambulating for extended periods of time and performing required duties. The employee must be able to travel between District and K-12 sites, education centers, and other locations.

TERMS OF EMPLOYMENT.

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