San Jose · Evergreen Community College District
Academic Management Job Description

Position: Dean of Language Arts

Department: Academic Affairs

College: EVC or SJCC

Date: March 28, 2014

POSITION PURPOSE

Reporting to the Vice President of Academic Affairs, the Dean of Language Arts provides for the educational welfare of students and the professional needs of staff in the division. Working cooperatively with the staff, and operating within established duties and responsibilities, the Dean has the responsibility and authority to make decisions on matters related to the division: plan, organize, administer, develop, and evaluate the programs, projects, and activities of assigned instructional divisions; provide leadership for faculty and staff in offering quality educational services for college students; and supervise and evaluate the performance of assigned personnel.

NATURE and SCOPE

The Dean of Language Arts is responsible for the division including English, ESL, Reading, Journalism, Foreign Languages (French, Chinese, Spanish, Vietnamese, Japanese) Sign Language, Communication Studies, the Learning Resource Center (Library, the Reading/Writing Center, ESL Lab, and tutoring).

KEY DUTIES and RESPONSIBILITIES

Leadership

1. Participate in strategic and long-range instructional planning for the College and the District.

2. Recommend instructional and general policies, conduct meetings to facilitate planning and collegial decision-making and to keep staff informed about issues and projects for the overall College instructional program.

3. Maintain current knowledge of new trends and innovations in community colleges and higher education.

4. Provide leadership for program review, including improvement and development; systematic assessment of student progress and learning outcomes; and recommend changes to maintain relevance of Division programs and to meet student and community needs.

5. Promote excellence in teaching.

Curriculum & Program Development

1. Work with faculty to plan for curriculum additions, modifications, and deletions; set priorities for resource needs; provide program analysis.

2. Facilitate maintenance of relevant curriculum appropriate to the college mission.

3. Work with faculty to identify and implement Student Learning Outcomes.
Resource Allocation

1. Develop and manage the Division budget consistent with District policy and sound financial management principles.

2. Identify and prioritize division needs, secure available funding, and strategically allocate and re-allocate resources.

3. Confer with faculty regarding ideas for program improvement to find resources for development through grants and special projects.

Staffing

1. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, discipline and terminate personnel according to established policies and procedures.

2. Recruit and develop adjunct faculty pools.

Student Success

1. Work with faculty and staff to assess students and continuously monitor their progress for success using appropriate data and research tools.

2. Oversee and evaluate requests for: credit by exam, course waivers, and other student petitions.

3. Resolve student issues and assist faculty and staff to refer issues (DSP, student behavior, grade changes, etc.) to appropriate departments.

Community Relations/Outreach

1. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs and establish advisory committees as appropriate.

2. Determine and oversee needs for other college sites and centers regarding instructional programs and services, provide for proper staffing of classes, and administer and evaluate courses and assigned instructional full time and part-time staff.

3. Facilitate academic partnerships between Division faculty, faculty in feeder high schools, and four-year transfer institutions; assure maximum course articulation for students.

Scheduling

1. Ensure preparation of a schedule of classes to meet the needs of students and work with staff to produce accurate schedules, catalog information, program information and multi-year instructional plans.

2. Assign faculty to classes, monitor schedules and faculty and staff workload for accuracy throughout the semester, and assure accurate and timely attendance reporting for all courses offered in the Division.

Other Duties:

1. To serve on a variety of committees as appropriate.

2. Perform other related duties as assigned by the President or his/her designee.
EMPLOYMENT STANDARDS

Knowledge:

1. Higher education in community colleges.
2. Learning theory and learning styles.
3. Instructional delivery modalities.
5. Course articulation.
6. Student matriculation process.
7. Budget preparation and control.
8. Funding and budget methods and regulations regarding the use of funds.
9. Principles and practices of administration, supervision, and training.
10. Interpersonal skills using tact, patience, and courtesy.
11. District organization, operations, policies, mission, and objectives.

Skills and Abilities:

1. Plan, organize, develop, and evaluate the programs, activities, and curriculum of a college instructional division with faculty and staff to meet student and community needs.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
4. Present a positive image of the College in the community.
5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt an effective course of action.
7. Plan and organize work to meet schedules and time lines.
8. Understand the needs of the Division in the context of the overall instructional programs and participate with the management team to coordinate projects and set goals and priorities for the College as a whole to offer effective services to students.
9. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision making.
10. Develop grants or special project applications.

Education and Experience:
1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

2. Master's degree or equivalent in a discipline related to the assignment and one year of formal training, internship or leadership experience reasonably related to the administrative assignment; or

3. Possession of a California Community College Supervisor Credential.

Working Conditions:

1. Typical office environment.