San Jose · Evergreen Community College District
Academic Management Job Description

Position: Dean of Library, Learning Resources and Distance Education  Department: Academic Affairs
College: San Jose City College  Date: Nov. 26, 2014

POSITION PURPOSE

Reporting to the Vice President of Academic Affairs, the Dean of Library, Learning Resources and Distance Education provides for the educational welfare of students and the professional needs of staff in the division. The Dean has primary administrative responsibility for Library, Learning Resources Center, Tutorial Programs, Distance Education (Instructional Technology), and programs with innovative pedagogy such as Service Learning, and Learning Communities to promote student success.

NATURE and SCOPE

The Dean of Library, Learning Resources and Distance Education is responsible for campus-wide administration of Library Services, Learning Resources programs and planning, and Distance Education development. This includes all services, programs, and collections provided by this division including selection and evaluation of faculty, classified staff, and program budget development and monitoring. The Dean also works closely with faculty and district ITSS to be an advocate of the College Technology Strategic Plan.

KEY DUTIES and RESPONSIBILITIES

1. Provide leadership, plan, coordinate, direct, and support the library, and the activities of the Learning Resource Center discipline-specific learning support centers, Tutorial Centers, service learning, learning communities, distance education and other college-wide student success programs.

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

3. Work with faculty and related administrators to implement effective pedagogies, technologies, and methodologies in respective programs to promote student engagement and success.

4. Plan, implement, and evaluate activities to ensure that academic support services are regularly assessed for evidence of student achievement and learning, particularly with regard to student learning outcomes assessment and accreditation standards.

5. Analyze student profile, community and industry needs/trends, identify needs for Distance Education, UC/CSU articulation agreements, Library Services, and Learning Resources activities.

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

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

8. Develop and manage the division budget and direct the development and implementation of selected externally funded initiatives.

9. Confer with faculty regarding ideas for program improvement to find resources for development through grants and special projects.
10. Supervise and evaluate the performance of assigned faculty and staff; interview and participate in selecting employees; orient, train, counsel, discipline and terminate personnel according to established policies and procedures.

11. Recruit and develop adjunct faculty pools.

12. Maintain appropriate quantitative measurements, statistical reports, and other records to assess accomplishments and future needs.

13. Maintain current knowledge of new trends and innovations in community colleges and higher education including Library Services, Learning Resources, and Distance Education.

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

15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Significant knowledge of library, learning resources, and distance education and operations.

2. Higher education in community colleges and pertinent federal/state regulations.

3. Learning assistance programs and learning-centered strategies.

4. Distance learning technology, instructional delivery modalities and distance education.

5. Learning communities, service learning, or other student learning programs.


7. Libraries and tutorial centers operations.

8. Role and purpose of technical systems in providing instruction and instructional support.


11. Principles and practices of administration, supervision, and training.

12. Interpersonal skills using tact, patience, and courtesy.

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. Master’s degree in a discipline related to the assignment.

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

3. Possession of a California Community College Instructor Credential and/or Community College Supervisor Credential.

4. 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.

**Desirable Qualifications:**

1. Master’s degree in Library Science.

2. Two years’ administrative experience in a library or learning center environment preferably in a college or university setting.

3. Experience working with college accreditation.

4. Experience in the development and implementation of programs and services that foster student academic success.

**Working Conditions:**

1. Typical office environment.

Date Approved: 11/25/14
Salary Range: M 30
EEO-Category: 2B1 – Executive/Administrative/Managerial