

**San Jose · Evergreen Community College District  
Educational Management Job Description**

**Position:** Division Dean

**Department:** Various

**College:** SJCC or EVC

**Date:** July 1, 2017

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**POSITION PURPOSE**

Under general direction of assigned administrator, the Division Dean is responsible for leadership, educational planning, enrollment management, personnel management and financial accountability for academic divisions and student affairs divisions such as counseling and student success. Provides leadership and administrative authority for the division's day, evening, weekend, inter-session and summer programs. This position works closely with vice presidents, other administrators, faculty, and staff to deliver integrated instructional programs to promote student success, provides leadership for program development in accordance with this mission, vision and goals of the college. The Division Dean fosters, develops and maintains strong relationships with local high schools, public and community agencies.

**NATURE and SCOPE**

The Division Dean classification is differentiated from the Dean classification by way of increased scope and complexity of administrative responsibilities associated with major college instructional and student affairs areas. Responsibilities include the supervision of faculty (tenured, tenure-track, categorical, and adjunct) for multiple departments, lower level managers, supervisors and classified staff, and supervision of multiple programs that include budget, evaluation and program review.

**KEY DUTIES and RESPONSIBILITIES**

**Leadership**

1. Oversee the coordination of personnel, curriculum, schedules, resources and data to meet the needs of the division and enhance the educational effectiveness of programs and services,
2. Participate in strategic and long-range instructional planning for the college and the district.
3. 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.
4. Maintain current knowledge of new trends and innovations in community colleges and higher education.
5. Provide leadership for accreditation, 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.
6. Promote excellence in teaching, counseling, and librarianship; facilitate dual enrollment, non-credit curriculum development, instructional agreements, and guided pathways.
7. Foster excellence and innovation within area of responsibility; develop partnerships that promote the college's mission and advance shared college and community goals.

**Curriculum & Program Development**

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

9. Facilitate maintenance of relevant curriculum appropriate to the college mission.
10. Work with faculty to identify and implement learning outcomes and program review.
11. Facilitate academic partnerships between division faculty, faculty in feeder high schools, and four-year transfer institutions; assure maximum course articulation for students.
12. Ensure compliance with accreditation and regulatory requirements.

### **Resource Allocation**

13. Develop and manage the division budgets consistent with District policy and sound financial management principles.
14. Identify and prioritize division needs, secure available funding, and strategically allocate and re-allocate resources.
15. Confer with faculty regarding ideas for program improvement to find resources for development through grants and special projects.

### **Personnel**

16. Complete faculty evaluations and tenure review for full-time faculty. Conduct evaluations for all adjuncts in conjunction with peer faculty evaluators.
17. 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.
18. Interpret and apply state and federal regulations and collective bargaining provisions as it relates to supervising staff and faculty.
19. Respond to student, staff and faculty complaints. Adhere to all policies, procedures and collective bargaining agreements related to grievances, unlawful complaints and discipline.
20. Recruit and develop adjunct faculty pools.

### **Student Success**

21. Assess institutional data regarding enrollment and course offerings with schedule mix of day, evening and weekend as well as in-class, hybrid and distance learning options to meet student needs and support student success.
22. Work with faculty and staff to assess students and continuously monitor their progress for success using appropriate data and research tools.
23. Oversee and evaluate requests for: credit by exam, course waivers, and other student petitions.
24. Resolve student issues and assist faculty and staff to refer issues (disability accommodation, student behavior, grade changes, etc.) to appropriate departments.

### **Community Relations/Outreach**

25. 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.

26. Determine and oversee needs for other college sites and centers regarding instructional programs and services.
27. Facilitate academic partnerships between division faculty, faculty in feeder high schools, and four-year transfer institutions; assure maximum course articulation for students.

### **Scheduling**

28. 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.
29. Assign faculty to classes, monitor schedules, faculty and staff workload for accuracy throughout the semester. Assure accurate and timely attendance reporting for all courses offered in the division.

### **Other Duties:**

30. Perform other duties as assigned.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

1. Pertinent federal, state, and local laws, codes and regulations including the Education Code especially on community colleges.
2. Student learning outcomes and assessment activities at the program and course levels.
3. Comprehensive knowledge of the assigned discipline.
4. Guided Pathways.
5. Principles and practices on curriculum development and administration.
6. Principles and practices of enrollment management and schedule building.
7. Learning theory, teaching techniques and instructional delivery modalities for credit and non-credit curriculum.
8. Budget preparation and administration.
9. Principles of supervision, training and performance evaluation.
10. Interpersonal skills using tact, patience, and courtesy.
11. District policies and operations.

#### **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 possession of a California Community College Supervisor Credential.
3. Three years of increasingly responsible work in education, training or in an occupational area related to the division, preferably in an administrative or management position.
4. Experience in financial accountability and budgeting.
5. Experience in shared governance/collective bargaining, staffing and supervision.
6. 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.
7. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

**Working Conditions:**

1. Typical office environment.

Date Approved: 6/13/17

Salary Range: M-34

EEO-Category: 2B1 – Executive/Administrative/Managerial