

**San Jose/Evergreen Community College District
Academic Management Job Description**

Position: Dean (Instruction)

Department: Academic Affairs

POSITION PURPOSE

Under general direction, the Dean (Instruction) plans, organizes, directs, integrates and evaluates the day-to-day Division operations and services of assigned instructional departments and related programs; oversees the development and implementation of educational planning, curriculum, class scheduling and learning assessment; collaborates with internal and external partners to deliver integrated instructional programs that promote student success and attainment of educational goals; plans, aligns and administers grants and divisional budgets; provides complex professional assistance to the Vice President, Academic Affairs in areas of expertise; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification and assigned duties may include work which is similar, related or a logical assignment to this class.

1. Plans, directs, controls, integrates and evaluates the work of faculty, classified managers and staff in assigned academic instructional division; with administrators, managers and faculty, develops, implements and evaluates division educational and program plans and objectives in accordance with the College's goals and objectives; contributes to the development of annual general-fund and grant-funded budgets and tracks performance against funding allocations to ensure compliance with legal mandates; manages and directs the development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, and work standards for service areas.
2. Facilitates and oversees the instructional program and the development, maintenance and update of the division's curriculum plan; in collaboration with faculty ensures course syllabuses maintained and updated; provides technical advice on curriculum changes and modifications and on transfer articulation; ensures accurate and timely reporting of grades.
3. Develops, monitors and revises course schedules and academic support programs based on institutional data regarding enrollment, pathway sequencing and student need for instructional delivery options and academic support; tracks and reports course enrollment and faculty load data; ensures sufficient and effective use of faculty, facility and learning technology resources.
4. Directs efforts on program reviews and assists departments with assessing and evaluating academic and academic support programs, services and activities; performs systematic assessment of student progress and learning outcomes and recommends changes to maintain relevance of division programs and to meet student and community needs
5. Oversees the development of academic and support program enhancements and action plans; supports departments on updating standards and operations for programs and co-curricular engagement by ensuring associated activities support the college's academic mission, academic principles and student matriculation; participates in the accreditation process.
6. Directs and manages the work assignments and performance of assigned faculty and staff; interviews and participates in selecting employees; completes faculty evaluations and tenure review for full-time faculty; conducts evaluations for all adjuncts in conjunction with peer faculty evaluators; trains, counsels, and disciplines personnel according to established policies and procedures;

prepares and recommends job specifications, qualifications, and announcements for new positions;.

7. Participates in developing and administering the divisional budget; prepares and administers annual budget for assigned areas of responsibility; reviews and approves expenditures including acquisition of supplies and equipment; prepares and maintains a variety of records, reports and justifications related to assigned budget; plans and recommends resource allocations in support of instructional and academic support programs including staffing, technology, facilities and fiscal accountability.
8. Collaborates with other Deans and the Vice President of Academic Affairs in providing integrated, coordinated and comprehensive instructional and academic support services to enhance student success; assists in the development, implementation and review of District policies and procedures.
9. Oversees and evaluates requests for: credit by exam, course waivers, and other student petitions; resolves student issues and assists faculty and staff to refer issues (disability accommodation, student behavior, grade changes, etc.) to appropriate departments.
10. Researches, recommends, applies for and evaluates categorical programming and state and grant funding initiatives and opportunities; ensures compliance with external funding guidelines, legal mandates and reporting requirements; develops and presents reports and recommendations for a variety of programs and projects, and integrates division functions to reflect student needs, the campus and the community.
11. Oversees and participates in the tracking, aggregation, analysis and reporting of data extracted from internal and external databases; analyzes, evaluates and develops reports, recommendations and plans for accreditation and instructional departments; ensures accuracy and timely submission of mandated reporting.
12. Maintains an understanding of current ideas, trends, laws, regulations, guidelines and practices pertaining to areas of responsibility through continued study and participation in professional organizations; seeks and participates in professional development activities.
13. Participates in and provides guidance on shared governance consultation and collaborates with the Academic Senate and other groups regarding the planning, implementation and review of academic programs, services, activities and related matters.
14. Makes presentations to executive management, the Board of Trustees, and other board-level groups; represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
15. As assigned to Nursing and Allied Health, may act as the Director of Nursing; as assigned, may act as Athletic Director.
16. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Theories, principles and practices associated with the development and presentation of higher education curriculum and instruction, student support programs and services, and academic success.
2. Advanced mastery of theory, principles and methods of academic disciplines relevant to assigned instructional division.
3. Common issues and challenges facing a diverse population of community college students.

4. Accreditation standards of the Accrediting Commission for Community and Junior Colleges and other divisional accreditation authorities.
5. Administrative management principles and methods including goal setting and long-range planning, program development/implementation, delegation and employee supervision.
6. Role of learning technology, various instructional delivery modalities and distance education used in providing instruction and academic support.
7. Principles of program evaluation, student assessment, and curriculum development.
8. Budget and grant administration methods and regulations regarding the use of funds.
9. Federal, state and other applicable laws and regulations and District policies and procedures governing enrollment services including applicable sections of California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA).
10. Theories and techniques of negotiation, mediation and conflict resolution.
11. Principles and practices of effective management and supervision.
12. Principles and practices of strategic planning.
13. Principles and practices of organizational improvement and culture change.
14. Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.
15. As assigned to Athletics: District, California Community College Athletic Association (3C2A), transfer policies and matriculation policies/processes; 3C2A, and NCAA regulations, requirements and reporting systems.
16. As assigned to Nursing and Allied Health: Nursing and allied health program certification/licensing and training laws, policies and procedures including those related to Board of Registered Nursing (BRN) and other State and National Accreditation requirements

Skills and Abilities to:

1. Plan, organize, direct and evaluate the programs and activities of the assigned academic instructional division.
2. Direct divisional planning and program review process including developing and monitoring student learning and success outcomes; lead and participate in accreditation processes.
3. Provide divisional administrative oversight and financial management including effective utilization of staff and resources, performing operational and mandated reporting, and ensuring grants and external funding compliance.
4. Identify and implement processes and technological enhancements to support instructional delivery and academic support services and to increase staff productivity.
5. Understand, interpret and apply policies and procedures, regulations, government and state code, and other applicable laws.
6. Understand the needs of assigned areas and participate with the management team to coordinate projects and set goals and priorities.
7. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision making.
8. Represent the District in a variety of forums and interactions with other educational institutions, partnerships, community groups and the public.
9. Present solutions to upper management with confidence and effectiveness.

10. Schedule, coordinate, direct and evaluate the work of assigned employees.
11. Build and foster knowledgeable, cohesive and effective work teams.
12. Establish and maintain cooperative and effective working relationships with others.
13. Operate a computer, assigned office equipment and standard business applications.

Education and Experience:

1. A master's degree from an accredited institution within one of the assigned instructional area disciplines or a discipline closely related to the assignment.
2. Five years of increasingly progressive experience as an academic administrator including two at a supervisory or manager level.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, 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.

Required Qualifications:

As assigned to Nursing and Allied Health:

1. Current Registered Nurse license in the State of California
2. Receive BRN approval as Nursing Program Director upon hire.

Desirable Qualifications:

1. Demonstrated experience developing and accessing student learning outcomes.
2. Demonstrated experience managing projects, grants and budgets

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, subject to frequent interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, employees are primarily in a stationary position and are required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, employees are regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/09/25

Salary Range: M34

EEO Category: 2B1- Executive/Administrative/Managerial