

DEAN OF INSTRUCTIONAL SERVICES

DEFINITION

Plans, develops and directs various district instructional programs. Provide primary leadership for the day-to-day operations of academic divisions and vocational programs. This position is responsible for coordinating all related activities for the college and ensuring that the programs and services demonstrate sensitivity to the needs of a culturally, economically, and linguistically diverse student population.

SUPERVISION EXERCISED AND RECEIVED

Direction is provided by the Vice President of Instructional Services.

Direction is exercised over management personnel who are responsible for various functions; general supervision is exercised over other support personnel.

EXAMPLES OF DUTIES

Supervises and oversees curriculum review, budgeting, scheduling, staffing, evaluation, and program development for the divisions and vocational programs.

Works closely with Division Chairs to facilitate a supportive and effective learning environment.

Works closely with the VP of Instruction, Division Chairs and faculty to meet the needs of the students and achieve the college's mission through enrollment management, shared governance, developing student learning outcomes, and monitoring success of programs.

Promotes shared governance through active participation in college and district-wide committees.

Serves as chair of committees as assigned.

Serves as a member of the President's Cabinet.

Serves as a member of a cabinet to advise the executive management team with policies and operational management.

Supervises Associate Deans and Program Directors of Instructional Services.

Anticipates, prevents and resolves conflicts and problems under areas of supervision.

May supervise the Instructional Services office, which oversees course and room scheduling and instructional operations.

May serve as Friday evening/Saturday administrator in rotation with other administrators.

Participates in community, state and national organizations and meetings.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

Higher education in community colleges, including the mission of the California Community Colleges.

Computer based systems for administrative, business, and educational functions.

Community college or school business management, including budgeting, grants, auditing accounts, and faculty load accounting.

Principles and practices of administration, supervision and training.

The changing educational needs of the diverse student base of the greater Glendale area and the business community in which the college operates.

Emerging technologies on teaching, learning, and instructional operations.

Changing student populations and the ethnic and cultural diversity within these populations.

Ability to:

Select, develop, direct, supervise, motivate and evaluate faculty and staff.

Establish and maintain a productive and constructive rapport with members of the college faculty, staff, students, and public.

Analyze, interpret and explain laws, labor contracts, policies, rules and regulations.

Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.

Understand the needs of the Division in the context of overall instructional programs and participate with the management team to set goals and priorities for the College as a whole.

Plan, organize and implement multiple projects and programs and provide updates regarding progress towards completion.

Compile and present narrative and statistical reports in a concise and comprehensive manner.

Direct, coordinate and participate in the preparation of the District budget.

Communicate effectively both orally and in writing.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education: A Master's Degree in any academic field from an accredited college or university.

Experience: A minimum of three years of managerial experience in a higher education setting demonstrating leadership.

Prior experience teaching and/or serving as an administrator in an institute of higher education.

EMPLOYMENT STANDARDS (continued)

Desirable Qualifications:

A Doctorate degree from an accredited college or university.

Three years of experience as a department chair, division chair or administrator in an educational setting.

Five or more years of managerial experience in higher education.

Prior experience in a community college setting.

Working knowledge of a wide variety of academic disciplines and programs.