

# Cabrillo College

<b>TITLE</b> Division Dean	<b>CLASSIFICATION</b> Educational Administrator	<b>SALARY RANGE/ASSIGNMENT</b> Administration Range "D" 225 Days
<b>BOARD POLICY:</b>	<b>BP 2070.47</b>	<b>DATE ADOPTED: September 10, 2001</b>

## Job Description

The Division Dean provides administrative direction and leadership for instructional programs, services and staff.

## Scope

Under the direction of the Vice President of Instruction, plans, organizes, and directs the operations of an instructional division; administers, supervises and evaluates the performance of academic and classified personnel; evaluates educational programs, courses and other experiences that will directly result in the educational growth of students. The Dean provides administrative leadership to a number of departments that include general education, transfer and occupational programs. The Dean functions within a college structure that emphasizes collaboration and may be assigned responsibility for selected college-wide functions.

Administrators may be assigned responsibility for a combination of day, evening, and weekend programs at various campus locations and will be expected to perform related duties consistent with their job description.

## Typical Duties and Responsibilities

1. Manages, evaluates and coordinates academic subject areas in accordance with legal requirements, district policies and sound instructional and student services principles and procedures (E).
2. Establishes overall goals, objectives and plans; initiates and participates in overall program planning; communicate statutes, district and college policies and philosophies to division, faculty and staff (E).
3. Provides leadership, trains, supervises and evaluates performance of assigned academic and classified employees (E).
4. Examines, evaluates and makes recommendations for potential technological innovations in instruction and instructional support; assists faculty in the acquisition, development, and utilization of instructional resources (E).
5. Interprets and performs assignments in compliance with pertinent federal, state and local laws, District policies and contractual regulations relative to areas of assignment (E).
6. Directs, approves, and evaluates catalog material, class schedules and other program information as required in collaboration with department chairs.

7. Recommends employment, retention or continuance of part-time, regular, or temporary faculty positions and classified staff in accordance with Board Policies and Administrative Regulations.
8. Develops and implements an effective faculty development program which includes instructional methodologies and technologies designed to promote student success (E).
9. Directs or conducts research and follow up studies regarding student and program success.
10. Directs the preparation and management of the budget for assigned areas of responsibility (E).
11. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate (E).
12. Represents the College at meetings and conferences, and in relationships with other educational institutions and community organizations (E).
13. Prepares a variety of reports and correspondence appropriate to assignments (E).
14. Works in cooperation with other College administrators in the development and planning of programs within the scope of assignment (E).
15. Conducts regular meetings to facilitate planning, collegial decision-making and to keep staff informed about issues and projects for the division and the overall College instructional program.
16. Recommends and assists in the development of instructional policy as necessary for the College to properly implement programs and services.
17. Ensures proper use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations.
18. Performs related duties as assigned.

### **Qualifications**

#### Education

Master's Degree from an accredited college or university; approximately three years of increasingly responsible experience as an academic administrator and four years of successful college teaching experience.

#### Knowledge and Abilities

- Knowledge of and commitment to the mission of a comprehensive community college.
- Demonstrated competence in planning and evaluation, fiscal and program management, employee contract administration and facilities planning.

Knowledge and Abilities (Continued)

- Demonstrated expertise in the teaching and learning process.
- Demonstrated competence in development of academic programs and personnel.
- Demonstrated effectiveness in leading and motivating faculty and staff in a collegial shared governance environment.
- Demonstrated commitment to serving students with diverse backgrounds, interests, goals and abilities.
- Ability to communicate effectively verbally and in writing.
- Effectively train, supervise and evaluate faculty and staff.
- Perform consistently under the pressure of deadlines and other administrative demands and work cooperatively with others.

Licenses and Other Requirements

- Valid California driver's license

Working Conditions

- Environment:
  - Office environment
- Physical Demands:
  - Hearing and speaking to exchange information
  - Dexterity of hands and fingers to operate a computer keyboard
  - Sitting or standing for extended periods of time
  - Seeing to read and analyze financial and statistical reports