DEAN OF INSTRUCTION, STUDENT DEVELOPMENT
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Dean of Instruction, Student Development, provides leadership and direction for matriculation, tutorial services, disabled student programs and services, the Fast Track to Work program, and a variety of programs targeted to the success of special populations. The dean directs, supervises, and evaluates faculty and staff relative to areas of assignment.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

1. Directs all district matriculation activities. Supervises assessment, student follow-up, coordination and training, research and evaluation, requisite validation, and tutorials. (E)
2. Directs programs and services related to disabled students, and Fast Track to Work program activities and services. (E)
3. In collaboration with the Office of Institutional Research, directs and conducts research regarding student success. (E)
4. Examines, evaluates, and makes recommendations for potential technological innovations programs and services targeting student success. (E)
5. Directs the preparation and management of the budgets for assigned areas of responsibility. (E)
6. Develops, monitors and implements area goals and objectives. (E)
7. Resolves or assists in the resolution of problems and/or complaints related to areas of responsibility and initiates corrective action as appropriate. (E)
8. Interprets and performs assignments in compliance with pertinent federal, state, and local laws, and contractual regulations relative to areas of assignment. (E)
9. Conduct periodic reviews of areas of assignment. (E)
10. Serves as liaison between instruction and student services in the areas of admissions, orientation, counseling and advisement in relation to matriculation. (E)
11. Trains, supervises, evaluates performance, and provides leadership to assigned academic and classified employees. (E)
12. Prepares a variety of reports and correspondence appropriate to assignment. (E)
13. Represents the district, at meetings and conferences, in relationships with other educational institutions and community organizations. (E)
14. Chairs and serves on various college committees and participates in professional organizations as appropriate to assignment.
15. Performs related duties as required or assigned.

(E) designates an essential function
QUALIFICATIONS

Education and Experience:

- Master's degree from an accredited college or university and approximately three years of increasingly responsible experience as an academic administrator
- Successful college teaching experience
- Familiarity with state-wide matriculation and student service policy and requirements
- Demonstrated commitment to serving students with diverse backgrounds, interests, goals, and abilities
- Demonstrated expertise in the teaching and learning process
- Demonstrated competence in the development and evaluation of college programs and services and professional personnel
- Demonstrated effectiveness in leading and motivating faculty and staff in a collegial and shared governance environment
- Demonstrated commitment to staff diversity, including faculty and staff equity and diversity
- Successful experience which demonstrates the ability to perform the duties listed above

Knowledge and Abilities:

- Knowledge of and commitment to the mission of a comprehensive community college
- General knowledge of design, analysis, and reporting of higher educational institutional research
- Knowledge of technology used in educational programs and services
- Ability to communicate effectively verbally and in writing
- Work effectively with groups of diverse ethnic and educational backgrounds
- Promote instructional innovation
- Exhibit leadership in management and planning
- Perform consistently under the pressure of deadlines and other administrative demands
- Train, supervise, and evaluate staff; 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
AUTHORITY/ RESPONSIBILITIES

The Dean of Instruction, Student Development supervises staff of the matriculation, tutorial services, disabled student programs and services, Fast Track to Work, and other programs as designated. In cooperation with other instructional administrators, the Dean of Instruction, Student Development is responsible for the successful operation of the programs to which assigned.

Established: April 5, 1999