DEAN OF INSTRUCTION, TRANSFER AND DISTANCE EDUCATION
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Dean of Instruction, Transfer and Distance Education provides leadership and direction for the transfer and general education curricula, services, and staff.

SCOPE

The Dean of Instruction, Transfer and Distance Education provides leadership and direction for the transfer, basic skills, and ESL curricula, articulation and instructional innovation. 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 the district articulation with universities and high schools. (E)
2. Directs all transfer and general education curricula in regards to program development, review, and evaluation. (E)
3. In cooperation with faculty, develops requests for financial support for transfer education from public and private sources. (E)
4. Directs or conducts research regarding student success and transfer rates. (E)
5. Examines, evaluates and makes recommendations for potential technological innovations in transfer and general education instruction and instructional support. Assists faculty in the acquisition, development, and utilization of instructional resources. (E)
6. Develops and implements an effective faculty development program which includes instructional methodologies and technologies designed to promote student success. (E)
7. Provides direction for the college Distance Education Program. (E)
8. Directs the preparation and management of the budgets for assigned areas of responsibility. (E)
9. Trains, supervises, evaluates performance, and provides leadership to assigned academic and classified employees. (E)
10. Prepares a variety of reports and correspondence appropriate to assignment. (E)
11. Represents the district at off-campus meetings and conferences, in relationships with other educational institutions and community organizations. (E)
12. Develops, monitors and implements area goals and objectives. (E)
13. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate. (E)
14. Interprets and performs assignments in compliance with pertinent federal, state and local laws, and contractual regulations relative to area(s) of assignment. (E)
15. Chairs and serves on various college committees and participates in professional organizations as appropriate to assignment. (E)
16. Performs related duties as required or assigned.

(E) = designates an essential function
QUALIFICATIONS

Education and Experience:

A 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 transfer policy and requirements; demonstrated commitment to serving students with diverse backgrounds, interest, goals, and abilities; demonstrated competence in program planning and evaluation, fiscal and program management, and employee contract administration; demonstrated expertise in the teaching and learning process; demonstrated competence in development and evaluation of academic programs 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 affirmative action and equal opportunity; and 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; personal computer and local area network hardware and software operating practices, principles and literacy. Ability to communicate effectively verbally and in writing; work effectively with groups of diverse ethnic and educational backgrounds; promote instructional innovation; exhibit leadership in program and budget management and planning; perform consistently under the pressure of deadlines and other administrative demands; train, supervise, and evaluate staff; and the ability to 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, Transfer and Distance Education directly supervises the staff of the transfer education office and other programs to which assigned. In cooperation with other instructional administrators, the Dean of Instruction, Transfer and Distance Education is responsible for the successful operation of the instructional programs to which assigned.

Adopted: May 3, 1993
Revised: October 2, 1995
Revised: August 5, 1996
Revised: April 5, 1999