DEAN OF INSTRUCTIONAL DEVELOPMENT
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Dean of Instructional Development provides leadership and direction for transfer and general education curricula, services, and staff; for matriculation services; and for disabled student programs and services.

SCOPE

Under the general direction of the Vice President, Instruction, the Dean of Instructional Development provides leadership and direction for transfer, basic skills, and ESL curricula, distance education, articulation, matriculation, Disabled Students Programs & Services, 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 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. (E)
3. Provides direction for the college Distance Education Program. (E)
4. In collaboration with the Office of Institutional Research, directs and conducts research regarding student success and transfer. (E)
5. Directs all transfer and general education curricula in regards to program development, review, and evaluation. (E)
6. In cooperation with faculty, develops requests for financial support for transfer education from public and private sources. (E)
7. Directs or conducts research regarding student success and transfer rates. (E)
8. 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)
9. Directs the preparation and management of the budgets for assigned areas of responsibility. (E)
10. Trains, supervises, evaluates performance, and provides leadership to assigned academic and classified employees. (E)
11. Prepares a variety of reports and correspondence appropriate to assignment. (E)
12. Represents the district at off-campus meetings and conferences, in relationship with other educational institutions and community organizations. (E)
13. Develops, monitors and implements area goals and objectives. (E)
14. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate. (E)
15. Interprets and performs assignments in compliance with pertinent federal, state and local laws, and contractual regulations relative to area(s) of assignment. (E)
16. Chairs and serves on various college committees and participates in professional organizations as appropriate to assignment.
17. 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 statewide matriculation 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 and equal opportunity
- 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
- 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
- Ability to work effectively with groups of diverse ethnic and educational backgrounds
- Ability to effectively promote instructional innovation
- Ability to exhibit leadership in program and budget management and planning
- Ability to perform consistently under the pressure of deadlines and other administrative demands
- Ability to effectively train, supervise, and evaluate faculty and 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 Instructional Development directly supervises staff in of the transfer education office and other programs to which assigned. In cooperation with other instructional administrators, the Dean of Instructional Development is responsible for the successful operation of the instructional programs and services to which assigned.

Established: April 5, 1999
Revised: October 4, 2004