

Position Description

Dean of Language Arts and Library

Position Dean of Language Arts and Library
Department/Site Academic Affairs
FLSA Exempt
Evaluated by Vice President of Academic Affairs
Salary Range M-77

General Description

Under the direction and supervision of the Vice President of Academic Affairs, the dean will lead and administer all aspects of the Language Arts and Library Division, including the design, delivery, staffing, administrative support, supervision, and evaluation of division programs including the Learning Center, Honors Transfer Program, and the campus student media. The dean will manage and monitor student enrollment, progress, discipline, program review, student learning outcome assessment, and all related records and reports.

This is a 12-month educational management position with faculty retreat rights.

Essential Duties and Responsibilities

DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS

- Provides direction and support to faculty in the development, revision, and evaluation of division curriculum and materials. May serve on the District's Curriculum Committee.
- Reviews and approves division curriculum development proposals, course outlines, program changes, textbook recommendations, field trip requests, credit by examination requests, and program requirement waivers.
- Reviews instructional programs for compliance with applicable state and federal law, regulations and guidelines, District policy and procedure, and responsiveness to the needs of a culturally diverse community.
- Responsible for development of schedule of classes and all instructor assignments.
- Responsible for oversight of the Learning Center, Honors Transfer Program, and the campus student media.
- Responsible for leadership of a variety of special programs as assigned by the Vice President of Academic Affairs.

PERSONNEL

- Effectively recommends the hire, transfer, suspension, lay-off, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all division personnel. Is also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the division, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

- Responsible for the discipline of students enrolled in division courses, adjustment of

grievances, scheduling, evaluation and reporting, and the resolution of student problems and complaints.

BUDGET/FUNDING

- Responsible for timely and accurate preparation, submission and administration of division budget.

PLANNING

- Responsible for completing annual and comprehensive program reviews, and evaluating proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings. Responsible for scheduling of classes, staffing and available facilities, supplies, equipment and materials. Monitors enrollment, cancels and changes classes in response to utilization.

COMMUNITY CONTACT/REPRESENTATION

- Must be a highly visible educational leader seeking positions of significant leadership in community institutions as well as community support organizations and on state boards and committees to articulate, enhance, and improve District programs, offerings, funding, assets, and educational leadership position and reputation at the state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

- Significant responsibility for chairing and supervision of District-wide committees and task forces; performs other duties and special projects as assigned, such as substantive change reports and review of Board Policies and Administrative Procedures.
- Supervises all aspects of the planning, funding, coordinating, staffing, delivery, and evaluation of programs in the division. Supervise the performance of all personnel functions for assigned staff. Use enrollment management tools and data for decision-making. Utilize the District integrated information system to facilitate organizational and management practices as they apply to the analysis and evaluation of programs and operational practices. Work with the student learning outcomes coordinator to monitor student learning outcomes and assessment activities at the program and course levels; apply knowledge of accreditation standards of the Accreditation Commission for Junior and Community Colleges and the Western Association of Schools and Colleges, or similar accreditation group; demonstrate a knowledge of and oversee online learning that include course management systems such as Blackboard. Apply current complex principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation and pertinent federal, state, and local laws, codes, and regulations including the Education Code; comprehensive knowledge of the principles and practices of curriculum development and instructional teaching strategies, management principles and practices including understanding of human resources, current trends, research and development in post-secondary education, specifically community colleges.
- Work cooperatively with the Staff Diversity Officer, Title IX Coordinator, and ADA Coordinator(s) in the development and implementation of activities relevant to federal

and state compliance.

- Other duties as assigned that support the overall objective of the position and the District mission and philosophy.

Minimum Qualifications

- Evidence of sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.
- Possession of a master's degree.
- One year of leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.

Preferred Qualifications

- Two or more years of experience in a community college academic administrative position.
- Experience overseeing a language arts and/or library division.
- Experience teaching in a community college or university environment.
- Background in a discipline related to language arts or library services.
- Experience with program review facilitation and linkage to budget development.
- Possession of a master's degree, or higher, closely related to either language arts or library services.
- Evidence of the ability to work in a shared governance (collegial) environment.
- Evidence of willingness to promote flexible and creative strategies, curriculum, and scheduling of classes.
- Evidence of ability to embrace/promote use of technology mediated instructional techniques.
- Experience in supporting existing and emerging programs.
- Experience with grant writing and project management.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.