

DEAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M8	03/09/17	Academic Administrator	1 of 2

DEFINITION: Under administrative direction of a higher-level manager, oversees division(s) or areas of a college or District instructional, student and/or support services operation. Manages and evaluates assigned managers, supervisors, department chairs, faculty and staff, in conformance with appropriate policies and procedures. Carries out complex projects and special programs.

DISTINGUISHING CHARACTERISTICS: A Dean serves as a division/area administrator, overseeing the delivery of instructional, student or support services programs within a defined area or divisions. A Senior Dean can have multiple major programs reporting to the position and may supervise lower level Deans and administrators. The Executive Dean classification is reserved for the oversight of major college-wide or Districtwide programs, projects or large off-campus centers.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Provides vision and leadership for a diverse, dynamic and innovative community of faculty, staff and students.
- Provides year-round leadership, management, participation and development of an instructional, student, and/or support services division's day, evening, weekend, inter-session and summer programs.
- Assists in the hiring process of management, faculty and classified staff for assigned division or area and recommend personnel actions to supervisor.
- Assists in the training of assigned managers, supervisors, faculty and classified staff.
- Evaluates assigned managers, supervisors and classified staff.
- Assists in the evaluation of faculty.
- Organizes and manages the operation of the assigned division or area office; coordinates and administers its budget.
- In collaboration with faculty, develops curriculum, supports a variety of methods of instruction, including computer-assisted instruction and distance learning, and ensures course and program articulations are kept current.
- With division faculty, staff, and other administrators, manages the preparation of the class schedules, catalogs, brochures and other printed or electronic materials for the assigned division(s).
- Facilitates grant applications for assigned division or area, manages grants, and prepares required reports.
- Serves as liaison to other college divisions, areas and services, advisory committees, individual students and student groups, and appropriate university, school and other off-campus and community groups.
- Serves on college and district committees as assigned.
- Organizes, manages and participates in the annual planning and budgeting process in cooperation with managers, supervisors, faculty and classified staff and in concert with college goals for assigned division or area.
- Manages the approved annual budget for assigned area.
- Accurately interprets applicable laws, regulations and collective bargaining contract provisions.
- Responds to and seeks resolution of complaints arising from division/area activities, including participating in the process of collective bargaining contract grievances.
- Provides leadership for and assists with departmental program reviews.
- Assists in accreditation process.
- Supports a climate that promotes innovation and improved service to students and the community; cooperates with area staff and other managers to develop processes that are student friendly and supportive of student success.
- Manages and participates in the continued evaluation and improvement of the assigned area's instructional, student, and/or support services programs.
- Promotes the assessment of student outcomes in order to determine the effectiveness of student learning and student development programs in the area.



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- Assists in the coordination of area programs with those of other institutions and in the development of partnerships with external agencies.
- Actively participates in and supports college and District shared governance components and activities and other collaborative processes.
- Employs appropriate techniques and strategies to resolve disputes and to enhance communication and cooperation among the members of the college and District communities.
- Interpret and analyze appropriate laws, policies, rules and procedures to determine impact on assigned instructional or student services division or program area and oversee compliance and reporting strategies.
- Travels throughout the District in carrying out responsibilities and functions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Computer-based technology for management of assigned divisions/areas and for instructional, student, and/or support services; the goals of shared governance; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and college laws, rules and regulations, and collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing.

Ability To: Use organizational skills that enable performance of duties in a timely fashion with attention to detail; effectively communicate orally and in writing; manage financial resources effectively including determining how best to utilize resources and managing budgets and expenditures; use personal computers utilizing typical office software applications, including the Internet; work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the college and the assigned divisions or areas; exercise good judgment; communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Earned master's degree or equivalent from an accredited college or university.

Experience: Equivalent to at least three (3) years of full-time instructional, student, and/or other relevant support services experience. Equivalent to one year's experience in a lead role such as a department chair, etc.

License/Certification: Ability to obtain a valid Class C California Driver's License.

Desirable Qualifications: For those assigned to an instructional division, teaching experience in one of the disciplines is desirable. Depending on the vacancy, additional job-specific desirable qualifications may be requested with the approval of the Human Resources Department.

Actions: Newly created classification adopted by the Governing Board on 12/12/01.

Amended: 03/23/11

Amended: 03/08/17