



**West Valley - Mission**

Community College District

**CLASS SPECIFICATION**

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**DEAN**

Academic Administrative Position (Exempt Status)

Administrative Salary Schedule – Range 25

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**DEFINITION**

To plan, organize, direct and coordinate the activities of college instructional and student services programs in an assigned division or divisions, including career, transfer and non-credit curricula and programs; to coordinate activities with other district departments; and to provide highly complex staff assistance to an assigned Vice President.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from a Vice President.

Exercises direct supervision over assigned faculty, management, supervisory, professional, technical, and administrative support staff.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Develop and implement department goals, objectives, policies, and procedures.

Plan, organize and direct instructional and student support programs, services, and initiatives relative to area of assignment.

Direct, oversee, and participate in the development of the department work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Prepare the department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Recommend the appointment of faculty and staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; monitor faculty contracts to assure accordance with association contract and district policies; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Oversee the accurate development, approval and implementation of college curriculum; participate in the coordination, preparation, publication, and distribution of the college catalog and schedule of classes.

Ensure instructional programs and support services are regularly assessed for evidence of student learning and achievement, particularly in terms of student outcomes and adherence to standards of accreditation; participate in developing and implementing enrollment performance goals.

Manage and oversee functions associated with area of assignment, which may include library, tutorial center, and instructional support labs.

Initiate, support and participate in efforts to secure local, state or federal grant funding for college programs and services; ensure that grants are implemented according to approved plans and that reporting requirements are met in a timely manner.

Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence.

Coordinate the selection, use, and maintenance of equipment and facilities assigned to the division.

Plan and coordinate course schedules in response to the needs of students and within the district's enrollment targets; manage enrollment to maximize use of faculty loads, operating budgets, and space resources.

May oversee revenue-generating classes, programs, and activities.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of curriculum development and approval, and enrollment management in institutions of higher education.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Academic, career/transfer education, transfer, and developmental education including non-traditional methods of instruction.

Process and standards of accreditation, and requirements and techniques of outcomes assessment.

Principles and practices of collective bargaining, contract negotiation and administration.

Modern pedagogical and instructional design for various instructional methods including online, supplemental, and non-credit.

Principles and practices of participatory governance and effective practices of adult teaching and learning.

Pertinent local, state and federal rules, regulations, and laws.

Modern office practices, methods, and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

**Ability to:**

Organize and direct the operations and activities of the college's instructional programs and/or student support services.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply district, division and department policies, procedures, rules and regulations.

Supervise, train and evaluate staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings and/or perform weekend work, and travel.

### **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Five years of increasingly responsible experience in instruction at a college level; including two years of administrative and management responsibility.

#### **Education:**

Equivalent to a Master's degree from an accredited college or university with major course work in education or a field related to specific area of assignment.

*EEO Category: Executive/Administrative/Managerial*

*Date Approved: July 1, 2016*