

Position: Dean of Academic Affairs	Position Number:
Department/Site: Academic Affairs	FLSA: Exempt - Administrative (Educational Administrator)

Reports to:

Oversees and is responsible for educational planning and program development in accordance with missions, goals, and objectives of the District and assigned area; oversees administration and monitoring of assigned programs and services to ensure compliance with established curriculum and content standards and requirements; develops, analyzes, and implements curriculum standards to meet student needs; oversees development and implementation of new courses, programs, and instructional activities.

Oversees the coordination of communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the assigned area and enhance the educational effectiveness of assigned programs and services.

Manages, develops, and administers the annual budget for the assigned area of responsibility; participates in identification of and application for external funding sources, including developing industry partnerships; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.

Selects, trains, motivates, and directs area personnel; evaluates and reviews work for acceptability and conformance with District and area standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

Establishes and maintains relationships with school district and university officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities; participates in developing strategic plans for academic support by coordinating with other divisions to implement related academic support services.

Attends and participates in professional group meetings

