

Position: Dean of Academic Affairs, Athletics, Physical Education, and Health	Position Number:
Department/Site: Academic Affairs	FLSA: Exempt - Administrative (Educational Administrator)
Reports to: Vice President of Academic Affairs or assigned administrator	Salary Range III

DEFINITION

Under administrative direction, plans, organizes, controls, and provides administrative direction and oversight for operations, activities, programs, and services of the assigned academic area; oversees educational planning and curriculum development in accordance with missions, goals, and objectives of the District and assigned area; coordinates assigned academic area, programs, and services with other District divisions, officials, outside agencies, and the public; fosters cooperative working relationships among division staff, other District divisions, and with various public and private groups; provides highly responsible and complex professional assistance to the Vice President of Academic Affairs in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President of Academic Affairs. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a senior management classification that oversees, controls, and directs all academic programs, services, and activities of the assigned area of responsibility, including short- and long-term educational planning and development, and administration of a policies, procedures, and programs. This classification provides assistance to the Vice President of Academic Affairs in a variety of administrative, management, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. The incumbent is accountable for accomplishing area planning, goals, and objectives and for furthering District goals and objectives within general policy and regulatory guidelines. This classification is distinguished from the Vice President of Academic Affairs in that the latter is responsible for overseeing and providing leadership for all Academic Affairs programs and activities on behalf of the Superintendent/President, and implements and achieves strategic objectives related to campus and community leadership, curriculum development, programming (scheduling) classes, program assessment, academic policies and standards, academic support services, and planning and budget at all levels.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- Pj Assumes full management responsibility for all assigned academic programs, services, and activities. Serves as the Director of Athletics.
- Pj Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the assigned area. Establishes, within District policy, appropriate budget, service, and staffing levels.

Pj Oversees and is responsible for educational ~~in~~ 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, ~~as~~ and implements curriculum standards to meet student needs; oversees development and implementa

- Pj Facilitates grants proposals for assigned areas; ensures proposals meet funding agency requirements and priorities; manages grants and ensures accurate reporting of program data to regulatory agencies.
- Pj Oversees and participates in conducting a variety of analytical and operational studies regarding programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Pj Ensures mandated reports, including accreditation self-study reports, are submitted according to established timelines.
- Pj Advises, provides expert guidance, and prepares slide presentations on issues pertaining to the assigned area of responsibility.
- Pj Attends and participates in professional group meetings and various District committees and advisory boards; stays abreast of new trends and innovations related to the area of assignment.
- Pj Directs and facilitates the preparation and maintenance of a variety of records and files.
- Pj Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
- Pj Prepares, reviews, and presents staff reports, variance management and information updates, and reports on special projects as assigned by the Vice President of Academic Affairs.
- Pj Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
- Pj Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Pj Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Pj Principles and practices of enrollment management.
- Pj Principles and practices of fiscal management, strategic, and facilities planning.
- Pj Pertinent federal and state laws and regulatory provisions.
- Pj College accreditation procedures, practices, and standards.
- Pj The development, implementation, and assessment of student learning and/or service area outcomes.
- Pj Principles and practices of technology and software for databases, accounting, spreadsheets, and other business processes.
- Pj Budget development, administrative practices, organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Pj Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Pj Instructional techniques and strategies used in assigned academic programs and services.
- Pj Technical, legal, financial, and public relations issues associated with the management of District

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.