

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SCHOOL DEAN

BASIC FUNCTION:

Under the administrative leadership of the Vice President for Academic Affairs, the School Dean works with faculty and Department Chairs to formulate School policies, promote academic integrity, and determine goals and objectives; provides leadership for the School and articulates and implements an overall vision for the instructional programs within the College's strategic plan; assumes responsibility for making decisions necessary for the effective operation of the School; and represents the School to other segments of the College and community.

REPRESENTATIVE DUTIES: In the execution of the office of School Dean, the Dean shall be expected to perform the following duties and functions:

Curriculum/Vision

1. Provide leadership for the development and improvement of School curricula; encourage innovative curriculum and instruction in various designs and modes.
2. Provide leadership for schedule development.
3. Recommend the establishment of new classified and academic positions; recommend the selection of classified staff; in consultation with the Department Chairs, hire adjunct faculty.
4. Provide leadership in the professional development of School faculty and staff in accordance with District policy.
5. Develop and implement procedures for the maintenance, use and security of all supplies and equipment allocated to the School; supervise the annual inventory of equipment.
6. Review and support departmental program review.
7. In coordination with Department Chairs:
 - a) Work with faculty to develop instructional grant proposals; assist the Instructional Office and Institutional Advancement Office in providing appropriate information for the preparation of applications and reports for instructional grant projects.
 - b) Where appropriate, establish and supervise a strong and effective system of lay advisory committees; recommend the composition of advisory committees to the Vice President for Academic Affairs.
 - c) Assist in the development, publication, and distribution of instructional brochures in accordance with established procedures.

Operations

8. Conduct monthly scheduled School meetings.
9. Assume responsibility for the evaluation of all academic personnel assigned to the School.
10. Supervise and evaluate all classified personnel assigned to the School.
11. Provide orientation to adjunct and contract instructors regarding their duties and obligations.
12. Assure the School's compliance with local, state and federal regulations as they affect the School programs.

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13. Approve field trips in accordance with District policy.
14. Coordinate the planning and supervision of School-sponsored student activities.
15. Coordinate business transactions with the Fiscal Services Office including the collection of fees, the sale of tickets, or other business transactions.
16. Support student activity programs; assist in the recruitment and selection of club advisors.
17. In consultation with Department Chairs, plan and manage appropriate School matters including:
 - a) Recommend a School budget and administer the approved budget within resources; coordinate expenditures with the appropriate administrative offices.
 - b) Arrange class coverage in the absence of regularly assigned instructors; notify the Instructional Office when appropriate.
 - c) Recommend approval of faculty leave requests according to District policy.
 - d) Maintain a file of course outlines of courses offered in the School.
 - e) Propose and supervise approved staff reassigned time used for curriculum development.
 - f) Report all staff absences from assigned duties to the Human Resources Office.
 - g) Oversee assignment of allocated instructional facilities and offices within the School; recommend facilities repair and modification.
 - h) Ensure that teaching loads and assignments are in accordance with District policy.

External Representation

18. Articulate with high schools, colleges, agencies, and other groups whose activity is related to the School's instruction program.
19. Assume responsibility for the development and supervision of the School's co-curricular program including providing information for publicity, recommending advisors, administering budgets (e.g. trust funds) and development of advisory committees.
20. Recommend and coordinate community services programs related to the School.
21. Serve as an advocate for the College on local, state and national levels; represent the College in the Community.

Additional Assignments Include

22. Assists in the development, publication and distribution of promotional brochures in accordance with established procedures.
23. Assesses and manages appropriate divisional matters:
 - a) Directs the School of Continuing Education, Economic Workforce Development & programs Unit.
 - b) Represents the college with business, industry, government, labor and other groups and agencies interested in education and training services or other economic development activities.

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- c) Develops and coordinates company and job/career specific instructional courses, programs and/or other activities, credit and non credit, for contract education.
- d) Develops cooperative programs with business, government, and industry to provide in-service training, staff development and joint facilities development.
- e) Implements, supervises and manages, where appropriate, special projects and grant programs in support of School of Continuing Education, Economic Workforce Development and vocational program development efforts in cooperative with appropriate personnel.
- f) Maintains a file of course, workshops and seminar outlines of programs and activities offered or sponsored by the School of Continuing Education, Economic Workforce Development.

24. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies, procedures and current educational programs.

Operations, services and activities of the assigned School.

Applicable policies, procedures, goals, and objectives of the School to which assigned.

Methods and techniques of leadership and management.

Methods and techniques of hiring, supervision and performance evaluation.

Methods and techniques of designing and implementing education programs and projects.

Principles and practices of curriculum and course development and evaluation.

Principles and practices of budget preparation and administration.

Methods and techniques of research, analysis and decision making.

Principles and procedures of report preparation.

Effective and appropriate communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Direct the activities and provide effective leadership for the assigned School.

Oversee and participate in the development and implementation of policies, procedures, goals and objectives.

Develop and maintain an operational budget.

Develop, coordinate and manage effective education programs.

Select, supervise and evaluate assigned staff and faculty.

Analyze curriculum and offered courses and recommend modifications.

Oversee and participate in the creation new curriculum and courses to meet the learning needs of students.

Exercise critical and independent judgment.

Serve on a variety of boards and committees.

Coordinate multiple project activities and tasks.

Work successfully with campus faculty and administrators as well as with representatives from business, industry, and educational organizations.

Ensure the academic integrity of School programs and courses.

Exhibit a sensitivity to and understanding of the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.

Communicate effectively, both orally and in writing, with individuals from diverse cultural, educational and socio-economic backgrounds.

Establish and maintain effective working relationships with those with whom they come in contact during the course of work.

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EDUCATION AND EXPERIENCE:

A Master's Degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Frequent interruptions and distractions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read and verify data and prepare various materials.

Sitting or standing for prolonged periods of time.

Dexterity of hands and fingers to operate office equipment including computer keyboard and peripheral equipment.

Revised: November, 1999

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Revised: July, 2011

Human Resources