

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF INSTRUCTIONAL SUPPORT SERVICES

BASIC FUNCTION:

Under the administrative direction and leadership of the Vice President for Academic Affairs, plan, organize, manage, and direct the functions, programs, and activities of District's Office of Instructional Support Services including staff development, accreditation, curriculum, catalog, schedule, enrollment management, distance education, and other special assignments and related areas.

REPRESENTATIVE DUTIES:

Provide leadership and guidance to the Office of Instructional Support Services including staff development, accreditation, curriculum, catalog, schedule, enrollment management, distance education, and related functions, programs and services. *E*

Provide leadership in the development of programs and services; oversee and lead long-range planning and development for the Office of Instructional Support Services; recommend and participate in the development of related policy. *E*

Recommends staffing levels; recommend and justify new positions; participate in the selection of new staff; supervise and evaluate assigned personnel in accordance with District policy; provide training for staff; work with employees to correct deficiencies. *E*

Recommend Office of Instructional Support Services program budgets to the Vice President for Academic Affairs; manage capital equipment purchases and other expenditures. *E*

Direct the communication, interpretation, and promotion of the Office of Instructional Support Services objectives and offerings to faculty, staff, community organizations, and others. *E*

Serve as administrative liaison to college, professional, and community committees as requested. *E*

Assist the Vice President for Academic Affairs, Department Chairs, and School Deans with new and revised program and course applications. *E*

As requested, review state legislation and mandates pertaining to instructional areas to assure District compliance. *E*

As directed, prepare reports on instructional programs to comply with federal and state mandates; confer with the state-wide leaders and Chancellor's Office for course and program approvals, program inventory, and curricular initiatives. *E*

Assist the Vice President for Academic Affairs, School Deans, and college researcher with curriculum development, including comparative studies, program needs assessments, and facilities development plans; conduct instructional facilities utilization studies and propose reallocations as appropriate. *E*

Assist in the management of collaborative efforts with Computer Systems and Services in the development of system architecture; supervise the maintenance of the computerized instructional and curriculum databases. *E*

Collaborate with Student Affairs departments to establish matriculation policy practices that coordinate with instructional and curricular issues. *E*

Dean of Instructional Support Services - Continued

Serve as administrative liaison on Sabbatical Leave Committee; review Sabbatical Leave requests and reports; evaluate and make recommendations for Sabbatical Leave requests in consultation with Academic Senate and Vice President for Academic Affairs. *E*

Facilitate the resolution of student, instructor, and staff complaints related to instruction. *E*

Represent the Vice President for Academic Affairs where necessary and appropriate.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, functions, and services of an Office of Instructional Support Services.

Methods and techniques of leadership and management.

Methods and techniques of program development and administration.

Principles and practices of curriculum and course development and evaluation.

Pertinent federal, state, and local laws, codes, and regulations including applicable policies, procedures, goals, and objectives related to area of assignment.

District policies, procedures, and current educational programs.

Principles and practices of budget preparation and administration.

Principles of leadership, supervision, training, and staff evaluation.

Methods and techniques of research, analysis, and decision making.

Principles and procedures of report preparation.

English language usage, spelling, grammar, and punctuation.

Interpersonal skills using tact, patience, and courtesy.

Modern office procedures, methods, and equipment including computers and applicable software.

Public relations principles and techniques.

Oral and written communication skills.

ABILITY TO:

Direct the activities of and provide effective leadership for the District's Office of Instructional Support Services.

Oversee and participate in the development and implementation of policies, procedures, goals, and objectives related to area of assignment.

Identify and respond to sensitive District and organizational issues, concerns, and needs.

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

Develop, coordinate, and manage effective programs and services.

Develop and monitor an operational budget.

Plan, organize, direct, and coordinate the work of support and technical staff.

Select, supervise, train, and evaluate assigned staff.

Interpret, apply, and explain applicable federal, state, and District policies, laws, and regulations related to assigned functions.

Identify computerized systems and mainframe support requirements for the Office of Instructional Support Services in collaboration with Computer Systems and Services.

Prepare and present comprehensive, effective oral and written reports.

Plan and organize multiple activities and tasks to meet schedules and time lines.

Exercise critical and independent judgment.

Conduct meetings and serve on a variety of committees and boards.

Work collaboratively with District faculty, administrators, and staff as well as community representatives.

Dean of Instructional Support Services - Continued

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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.

Constant interruptions.

PHYSICAL ABILITIES:

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

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

Sitting or standing for extended periods of time.

Seeing to read and verify data and prepare various materials.

Created: February, 2007

Johnson & Associates

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Johnson & Associates

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Human Resources