

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**DEAN (SCHOOL OF ARTS, COMMUNICATION, DESIGN, AND MEDIA)**

**Range: 49**

**DEAN (SCHOOL OF BUSINESS)**

**DEAN (SCHOOL OF LANGUAGE AND HUMANITIES)**

**DEAN (SCHOOL OF MATHEMATICS, SCIENCE, AND ENGINEERING)**

**DEAN (SCHOOL OF WELLNESS, EXERCISE SCIENCE, AND ATHLETICS)**

**DEAN (SCHOOL OF EDUCATION, HUMANITIES, SOCIAL, AND BEHAVIORAL SCIENCES)**

### **DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Assistant Superintendent/Vice President, Academic Affairs. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff, directly and through hierarchical levels of management and supervision indirectly.

### **CLASS CHARACTERISTICS**

This is a Dean classification that oversees, controls, and directs all academic programs and activities of the assigned School, including short- and long-term educational planning and development, and administration of school policies, procedures, and programs. This class assists the Vice President, 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. Responsibilities include, coordinating the activities of the School with those of other divisions, schools, and outside agencies and managing and overseeing the complex and varied functions of the School. The incumbent is accountable for accomplishing school planning, goals, and objectives and for furthering District goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the functions of the job.*

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1. Assumes full management responsibility for all assigned academic themed programs, services, and activities.
2. Develops, directs, recommends, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the School; establishes, within District policy, appropriate budget, service, and staffing levels; and participates in long-term-planning activities. **E**
3. Oversees and is responsible for School-wide educational planning and program development in accordance with missions, goals, and objectives of the District and School; oversees administration and monitoring of assigned School 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. **E**
4. Oversees the coordination of communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the assigned School and enhance the educational effectiveness of assigned programs and services. **E**
5. Manages, develops, and administers the department's annual budget; 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. **E**
6. Selects, trains, plans, coordinates, motivates, and directs School personnel; recommends the establishment of new classified and academic positions; evaluates and reviews work for acceptability and conformance with School 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. **E**
7. Oversees the overall quality of the School's services by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change. **E**
8. Conducts faculty review, evaluation process, class visitations, and administrative evaluations. **E**
9. Oversees programs and activities to enhance faculty and administrative understanding of education practices, curriculum standards, and instructional strategies related to assigned School programs and services. **E**
10. Oversees and participates in reviewing faculty curriculum and provides technical advice on changes and modifications to curriculum; works with faculty on curriculum development and transfer articulation proposals. **E**
11. Oversees and participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; provides technical training to faculty on SLO development and assessment procedures and guidelines; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment for all courses and programs within the School. **E**
12. Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning School operations and activities; provides detailed and technical information concerning School programs, services, curriculum, and courses. **E**
13. Works with faculty to develop instructional grant proposals; assists the Instructional Office and Institutional Advancement Office in providing appropriate information for the preparation of applications and reports for instructional grant projects. **E**
14. Coordinates School programs, services, and communications between administrators, faculty, staff, other schools, centers, departments, and divisions, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of School activities. **E**

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15. Oversees, directs, and participates in conducting a variety of analytical, organizational studies, investigations, and operational studies regarding School and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations. ***E***
16. Ensures mandated reports are submitted according to established timelines. ***E***
17. Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the assigned School. ***E***
18. 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. ***E***
19. Directs and facilitates the preparation and maintenance of a variety of records and School files. ***E***
20. Compliance with all laws and regulations for School programs. ***E***
21. Monitors changes in laws, regulations, and technology that may affect District or School operations; implements policy and procedural changes as required. ***E***
22. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Academic Affairs. ***E***
23. Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations. ***E***
24. Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of enrollment management.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Principles and practices of record keeping.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

**Ability to:**

- Provide administrative and professional leadership and direction for the School and assigned program areas.
- Develop and implement goals, objectives, policies, procedures, and work standards for assigned program areas.
- Develop and monitor budgets and effectively utilize resources.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Select, supervise, plan, direct, coordinate, train, motivate, and evaluate the work of [faculty and] staff; train [faculty and] staff in work methods and procedures.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Maintain accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.

**EDUCATION AND EXPERIENCE:**

A Master's degree **AND** one (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment **OR** possession of a valid California Community College Supervisor Credential **OR** the equivalent.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office, classroom, athletic event setting or venues outside a typical educational environment (e.g., athletic venues) and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and on the athletic field may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office, classroom, athletic field environment or venues outside a typical educational environment (e.g., athletic venues) with moderate to loud noise levels, controlled temperature conditions, and

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no direct exposure to hazardous physical substances. Employees may interact with dissatisfied or abusive members of the public or with staff under emotionally stressful conditions while interpreting and enforcing School policies and procedures.

Revised: November 1999

Revised: March 2007

*Johnson & Associates*

Revised: July 2011

*Human Resource*

Revised: September 2018

*Koff & Associates*

Revised: April 2022 (Combined Athletic Director with Dean of WESA)

*Human Resources*

Revised: November 2022 (Uncoupled Athletic Director from Dean of WESA)

*Human Resources*

Revised: December 2022 (Addition of Dean, School of Education, Humanities, Social & Behavioral Sciences)

*Human Resources*

Revised: May 2023

*Human Resources*