

Position: Dean, Academic Affairs and Strategic Initiatives

Grade: 42

**Summary**

Plans, supervises, assesses, and evaluates, academic functions, programs, and services that may include, but are not limited to, curriculum development, class schedule and college catalog preparation, faculty workload assessment, and leadership of strategic initiatives not assigned to another Dean, Instructional Division in support of the Vice President, Academic Affairs. Position will require a collaboration with Student Services in order to achieve a greater integrative approach to college initiatives. Provides leadership for the effective use of resources to enhance academic planning, student access and success, and overall academic quality. Provides leadership and oversight to Community Education. The position also provides complex administrative support to the Vice President, Academic Affairs.

**Distinguishing Career Features**

The Dean, Academic Affairs and Strategic Initiatives reports to the Vice President, Academic Affairs and is responsible for providing leadership and assumes responsibility for the following academic affairs activities: curriculum, schedule development, catalog production, faculty work load management, enrollment management, facilities modifications for academic programs and Community Education, facilities usage efficiency, textbook approval processes, coordination of course offerings at off-campus sites, resolution of student academic petitions and complaints, and other related areas. The dean will also work in a collaborative manner with student services on various college initiatives. These initiatives require the college to take a more integrative approach to student success by creating structured educational experiences from the point of entry to college to the attainment of high-quality academic programs.

In assuming these primary responsibilities, the Dean of Academic Affairs and Strategic Initiatives will:

- Develops and implements effective communication strategies for college initiatives, policy and procedure updates, accomplishments, and other relevant items to the entire college community. Ensure academic compliance with state and local policies and procedures;
- Engages with administrators to ensure that initiatives are progressing in a timely manner and realizing the intended outcomes;
- Manages analytical and logistical support for college initiatives;
- Collaborate with other departments with strategic guidance for institutional research and institutional assessment;

- Collaborates and is responsive to directives from the Vice President of Student Services to support college initiatives;
- Collaborate and support the evaluation, analysis, and interpretation of quantitative, qualitative, and historical data. Responsible for translating data and analysis into insights and narratives, and be able to communicate findings in a way that is easily understood throughout the college to support decision-making;
- Work to establish instructional collaborations and partnerships within the student service areas and outside of the community college district;
- Guide enrollment management in the academic divisions by working cooperatively with Instructional Deans to establish and monitor enrollment targets. Serve on the College Committee on Enrollment Management;
- Oversee quality of instruction and course content of distance learning academic courses and programs;
- Coordinate class offerings at off-campus sites, including area high schools, with Instructional Deans and Dual Enrollment Manager, oversee the continued use and development of college partnership centers;
- Direct preparation of college catalog; direct preparation and maintenance of all college course and program data, including submission of required reports to the California Community College system office; ensure that college curriculum data in the college catalog, course schedules, and other publications is accurate and consistent;
- Develop materials and implements training for Instructional Divisions and Office of Academic Affairs staff who deal with curriculum, scheduling, and faculty workload calculations;
- Direct and ensure the timely and accurate preparation of class schedules. Work cooperatively with instructional deans to establish common class starting and ending times and to establish parameters for schedule preparation (session dates, weekend class dates, etc.). Ensure that all data elements in the schedule of classes are accurately and completely coded;
- Direct and ensure the accurate preparation of full and part-time faculty teaching and work load reports. Ensure that faculty do not exceed legal or contractual maximum teaching and/or work loads. Ensure that faculty do not fall short of contractual minimum teaching and/or workloads;
- Develop annual academic calendars with appropriate unions and other groups as appropriate. Ensure that academic calendars are properly submitted to the California Community College system office;
- Work cooperatively with Admissions and Records and Information Technology to resolve student registration process issues. Approve all schedule changes;

- Ensure that college classrooms and other academic facilities are used with maximum efficiency;
- Works cooperatively with academic divisions and others to plan and execute facilities modifications. Represents the Office of Academic Affairs on user group committees for new and significantly remodeled buildings.
- Serve on the Curriculum and its Technical Review subcommittee and other committees and task forces as needed;
- Review, and approve as appropriate, requisitions for instructional supplies and equipment to be used in academic programs;
- Lead, supervise, train and evaluate assigned personnel. Certify payroll for assigned personnel. Apply the terms and provisions of applicable collective bargaining agreements; state and federal laws; and District Board Policies and Administrative Procedures in personnel matters;
- Leads and oversees the planning, supervision, assessment, and evaluation of the Community Education Department, including their programs and services, personnel, reports and contracts, and budget
- Participates in and supports the accreditation process;
- Work with the managers of Student Services, Business Services, and Human Resources as needed;
- Participate in community, state, and national organizations and meetings as appropriate;
- Represent the District in advocacy settings;
- Provide highly responsible and complex professional assistance to the Vice President, Academic Affairs and perform other duties as assigned;
- Maintains currency of knowledge and skills related to the duties and responsibilities.

## **Qualifications**

### **Minimum Qualifications for Education and Experience**

Requires a master's degree in a related field that would enable performance of the essential functions of the position and four years of experience in leadership, management and supervision. Two of these years of experience must include developing or managing strategic plans or initiatives related to the duties of the position or two years of experience with qualitative and quantitative research, data analytics, and reporting practices to shape institutional performance. Teaching experience preferably at the community college level. Understanding of

and sensitivity to meeting the needs of the diverse academic, socioeconomic, cultural, disability and ethnic background of the student, community, and employee population.

### **Knowledge and Skills**

This position requires professional knowledge of:

- Theories, principles, and practices associated with higher education, counseling, successful teaching and learning, curriculum, matriculation and student services.
- Principles of functional leadership, training and performance evaluation.
- California Community College System regulations regarding curriculum, enrollment, course scheduling, academic calendar, flex calendar and other related issues.
- Computer programs in the Microsoft Office Suite, i.e. MS Word, MS Excel, MS Access, etc.
- Philosophy and objectives of the community college.
- Development, maintenance and administration of a budget.
- Pertinent federal and state laws and regulations.
- Learning and student success processes, assessment, student learning outcomes, learning communities and application of technology.
- Strategic planning in organization and management practices, assessment, analysis and evaluation of programs, policies and administrative needs.

This position requires demonstrated skill in:

- Developing assessment, teaching, and learning processes that enhance student success and outcomes.
- Organizing work and building an effective team to meet the needs of the assigned areas.
- Oral and written language sufficient to prepare reports and professional correspondence.
- Human relations/interpersonal skills to conduct performance reviews, deliver presentations, and convey technical information to a wide variety of audiences.

### **Abilities**

This position requires the ability to:

- Learn, interpret, and ensure compliance with state and federal laws, Title 5, and other federal and state regulations as related to the responsibilities of the position.
- Be open to change and new methods in the assigned area of responsibility.
- Continuously engage in learning and self-improvement.
- Meet change with innovation to promote and meet the college mission.
- Organize, plan, develop, and write new programs, develop new concepts, analyze outcomes, and prepare clear and concise reports.
- Guide and direct others in goal achievement.
- Direct and facilitate development of personal and team perspectives, and develop and deliver training programs.
- Develop and monitor budgets and maximize financial resources.
- Work cooperatively and productively with internal and external constituencies.
- Advocate for shared governance, collegiality, staff cohesiveness and for the core values of the institution.

**Physical Abilities**

This position requires the physical ability to:

- Function in an office environment performing work of primarily a sedentary nature with some requirement to move about campus and to off-campus locales.
- Use hearing and speech to make presentations to groups and carry on conversations over the phone and in person.
- See with sufficient visual acuity to read printed materials and computer screens. □Use hand/arm/finger dexterity to retrieve work materials and operate standard office equipment.
- Work a flexible schedule which may include evenings, weekends, and split schedules.

**Licenses and Certificates**

May require a valid driver's license.

**Working Conditions**

Work is performed indoors where minimal safety considerations exist.

Board Approved September 4, 2019