

TITLE	CLASSIFICATION	SALARY RANGE
Dean, Instruction and Enrollment Management, Petaluma	Management Team Educational Administrator	31

**SCOPE OF POSITION:**

Under the direction of the Vice President, Petaluma Campus, plan, organize, and direct assigned credit and non-credit instructional support operations, activities, departments and programs at the Petaluma Campus and off-campus sites in the Southern Sonoma County; coordinate and direct communications, staff, resources, schedules, educational planning activities, program development functions, courses, curriculum and other information to meet District and student needs and enhance the educational effectiveness of assigned instructional and student support areas; serve as instructional administrator for the campus and associated off-campus locations; supervise and evaluate the performance of assigned faculty and classified staff.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Develop, implement and monitor the Campus strategic enrollment management plan, the education master plan, the facilities master plan, and the instructional technology and equipment planning, and the marketing and outreach plan; plan and direct related activities and events; plan and oversee the Petaluma instructional webpages; direct the preparation and distribution of correspondence and marketing and informational materials.
2. Oversee the tenure review process for Petaluma departments and programs; coordinate tenure teams, meetings, class observations and timely completion of required documentation.
3. Collaborate with faculty on curriculum development and review, including the development and assessment of student learning outcomes; develop schedule of classes and monitor enrollments and faculty loads; monitor, analyze and adjust courses in response to student needs; recommend course amendments and curriculum changes.
4. Coordinate and direct educational planning activities, program development functions, courses, curriculum and information to meet District and student needs and enhance the educational effectiveness of instructional subject areas; direct the development and implementation of programs, services, plans, strategies, processes, projects, courses, goals and objectives; develop the Program and Resource Planning Process (PRPP) report for program review and resource planning and prioritization; plan and direct the course/program rotations and articulation of offerings with K12 and transfer institutions.
5. Supervise and evaluate the performance of assigned faculty, and staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate faculty and staff work assignments and schedules and review work to assure compliance with established standards, requirements and procedures.
6. Ensure adequate resources and personnel to meet the needs of assigned departments and programs; direct related procurement and purchasing functions; coordinate and direct activities to ensure proper facilities usage and access; ensure proper maintenance of department and program facilities.
7. Administer and monitor instructional programs and courses to ensure compliance with established curriculum standards and requirements; direct and participate in the development, analysis, implementation and enhancement of curriculum standards; coordinate activities and professional development functions to enhance faculty understanding of curriculum standards and requirements, instructional strategies and related materials.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

8. Coordinate and direct communications, programs, services, activities and information between administrators, faculty, personnel, businesses, educational institutions, outside organizations, students, the public and various local, State and Federal agencies; receive, review, facilitate and ensure proper and timely resolution of student, staff, faculty, administrative, department and program issues, and complaints.
9. Provide consultation and technical expertise to students, staff, faculty, administrators and others concerning Campus operations and activities; respond to inquiries and provide detailed and technical information concerning assigned programs, departments, services, curriculum, courses and related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, policies and procedures.
10. Develop and prepare the budget for assigned instructional and student support operations, activities, departments and programs; analyze and review budgetary and financial data; authorize expenditures and conference requests in accordance with established policies and procedures; and research, obtain and maintain grants and other funding sources.
11. Provide technical information and assistance to the Vice President regarding instructional services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.

**KNOWLEDGE OF:**

1. Strategic enrollment management and planning.
2. Community college curriculum and the promotion and development of instructional programs.
3. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
4. Learning theory and student characteristics.
5. Preparation of grant proposals, contract and subcontracts.
6. Interpreting and enforcing faculty and classified bargaining contracts.
7. Program review and evaluation processes.
8. Educational trends, accreditation standards and State-wide initiatives.
9. Budget preparation and control.
10. Oral and written communication skills.
11. Principles and practices of administration, supervision and training.
12. Applicable laws, codes, regulations, policies and procedures.

**ABILITY TO:**

1. Plan, organize, and direct instructional operations, activities, programs and services.
2. Coordinate and direct communications, educational planning activities, program development functions, courses, curriculum and information to meet College and student needs and enhance the educational effectiveness of assigned departments, programs and functions.
3. Lead and implement strategic planning.
4. Advocate for the District programs and services.
5. Interpret, apply and explain rules, regulations, policies and procedures.

**ABILITY TO - Continued:**

6. Establish and maintain cooperative and effective working relationships with others.
7. Direct the maintenance of a variety of reports, records and files related to assigned activities.
8. Effectively train, supervise and evaluate assigned staff.
9. Demonstrate sensitivity to, and respect for, a diverse population.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

**EXPERIENCE:**

One year of formal training, internship or leadership experience reasonably related to this assignment.