

TITLE	CLASSIFICATION	SALARY RANGE
Dean, Instruction and Strategic Program Development	Management Team Educational Administrator	31

SCOPE OF POSITION:

Under the direction of the Senior Vice President, Academic Affairs/Assistant Superintendent, plan, organize, and direct District-wide instructional operations, activities, programs and services of the Behavioral and Social Sciences departments and Strategic Program Development; provide primary support for Academic Affairs program planning, enrollment management and student learning outcomes initiative; coordinate and direct communications, 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 subject areas; supervise and evaluate the performance of assigned faculty and 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. Plan, organize, and direct District-wide instructional operations, activities, programs and services of the Behavioral and Social Sciences Departments, the Community Education Program and Strategic Program Development and the High School Equivalency Program (HEP); establish and maintain department time lines and priorities; ensure related activities comply with established standards, requirements, grant specifications, laws, regulations, policies and procedures.
2. Provide primary support for assigned academic areas at District campuses and sites for enrollment management; collaborate with the Senior Vice President and other Deans to establish annual and semester enrollment management targets; monitor the development of the schedule, generate and distribute data to deans regarding the current status of their Full Time Equivalent Faculty (FTEF) and Full Time Equivalent Students (FTES); meet with faculty and staff to ensure FTEF and FTES goals are met and introduce new schedule options to increase FTES; participate in the development of the strategic enrollment management plan.
3. Direct the implementation of an HEP federal grant; provide for budget development and approval of budget with the federal program officer; monitor and approve expenditures; develop and oversee the implementation of tutoring, student support and grant required services; review and certify annual performance reports for the funding agency; manage and monitor contracts for grant services; conduct community outreach for grant partnerships; meet with community advisory board to review grant progress, obtain support and conduct outreach.
4. Direct and participate in District federal grant proposal development; research, develop and maintain schedule of grant opportunities for the District; provide grant training and coordinate grant program partnerships; develop and maintain relationships with federal funding agencies and governmental officials for current and future opportunities; review drafts and submission of federal grant proposals; manage relationships with consultants, coordinate District grant proposal teams and develop and manage implementation of new grant-funded programs; advise District departments to ensure compliance with federal regulations for funded grant programs.
5. Provide primary support for assigned academic areas for annual Program and Resource Planning Process (PRPP) for program review, program evaluation and resource planning and prioritization; review requests and ensure prioritization documentation is complete and accurate; provide primary support for the program evaluation; serve on related committees.

KEY DUTIES AND RESPONSIBILITIES – Continued

6. Coordinate and direct educational planning activities, program and course development functions, curriculum and information to meet District and student needs and enhance the educational effectiveness of assigned instructional subject areas; direct the development and implementation of programs, services, strategies, processes, projects, courses, goals and objectives.
7. Supervise and evaluate the performance of assigned faculty and staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; review work to ensure compliance with established standards, requirements and procedures; evaluate the faculty in tenure process.
8. 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.
9. Coordinate and direct communications, programs, services, activities and information between faculty, staff, businesses, educational institutions, external organizations, students, the community 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.
10. Provide consultation and technical expertise to staff, and faculty concerning department 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, regulations, policies and procedures.
11. Develop and prepare the operating budget for the instructional operations, activities, departments and programs of assigned instructional areas; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
12. Provide technical information and assistance to the Senior Vice President regarding instructional services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.
13. Oversee the tenure review process for departments and programs in areas of oversight; coordinate tenure teams, meetings, class observations and timely completion of required documentation.
14. Collaborate with faculty on curriculum development and review, including the development and assessment of student learning outcomes; develop schedule of classes and monitor enrollments, class size and faculty loads; monitor, analyze and adjust courses in response to student needs; recommend course amendments and curriculum changes as appropriate.

KNOWLEDGE OF:

1. Federal grant management and advanced skills in the development of District grant proposals.
2. Community college research and best practices.
3. Applicable Education Codes, Title 5, EDGAR, and Super Circular Omnibus regulations.
4. Enrollment management and enrollment management systems.
5. Hiring and evaluation procedures, and local, State and Federal employment codes, laws and regulations.
6. Preparation of grant proposals, contract and subcontracts.
7. Interpreting and enforcing faculty and classified bargaining contracts.
8. Program review and evaluation processes.

KNOWLEDGE OF – Continued

9. Curriculum and program development.
10. Educational trends, accreditation standards and State-wide initiatives.
11. Budget preparation and control.
12. Oral and written communication skills.
13. Principles and practices of administration, supervision and training.
14. Applicable laws, codes, regulations, policies and procedures.

ABILITY TO:

1. Plan, organize, and direct a wide variety of academic programs.
2. Direct the administration and implementation of the large HEP federal grant.
3. Build an effective class schedule to meet student needs.
4. Work in an atmosphere of collegial decision-making demonstrating consensus building and facilitation skills.
5. Demonstrate sensitivity to and respect for a diverse population including the ability to develop culturally responsive student programs and student equity initiatives.
6. Lead and implement strategic planning.
7. Advocate for the District's programs and services.
8. Interpret, apply and explain rules, regulations, policies and procedures.
9. Establish and maintain cooperative and effective working relationships with others.
10. Direct the maintenance of a variety of reports, records and files related to assigned activities.
11. Effectively train, supervise and evaluate assigned staff.

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.