

TITLE	CLASSIFICATION	SALARY RANGE
Dean, Language Arts and Academic Foundations	Management Team Educational Administrator	31

SCOPE OF POSITION:

Under the direction of the Senior Dean, Liberal Arts and Sciences, plan, organize, and direct District-wide instructional operations, activities, programs and services of Language Arts and Academic Foundations (LAAF) cluster as assigned by the Senior Vice President of Academic Affairs/Assistant Superintendent which may include college skills, including the Tutorial Center, English, English as a Second Language (ESL) and Modern and Classical Languages; coordinate and direct communications, educational planning activities, program development functions, courses, curriculum and other information to meet District and student needs to enhance the educational effectiveness of assigned instructional subject areas; 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. Plan, organize, and direct District-wide instructional operations, activities, programs and services of Language Arts and Academic Foundations including California Basic Skills and Adult Education Initiatives; establish and maintain Division/Department time lines and priorities; ensure related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies and procedures.
2. Oversee the LAAF tenure review process; coordinate tenure teams, meetings, class observations and timely completion of required documentation.
3. Co-Chair the Basic Skills Committee involved in budget development and maintenance, program and committee planning, State-wide activities, agenda development and project monitoring and research; prepare the annual California Community Colleges Chancellor's Office (CCCCO) Basic Skills report.
4. Oversee Adult Education Block Grant Program; collaborate with various school districts and business officials in the AB 104 Sonoma County Adult Education Consortium and program development.
5. Collaborate with faculty on curriculum development and review, including the development and assessment of student learning outcomes.
6. 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 as appropriate.
7. 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 assigned 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.
8. Supervise and evaluate the performance of assigned staff; participate on evaluation teams for assigned faculty; 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.

KEY DUTIES AND RESPONSIBILITIES

9. 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.
10. 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.
11. Provide consultation and technical expertise to students, staff, faculty, administrators and others concerning LAAF 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.
12. Develop and prepare the budget for the instructional operations, activities, departments and programs of assigned instructional areas; analyze and review budgetary and financial data; authorize expenditures and conference requests in accordance with established limitations; research, obtain and maintain grants and other funding sources.
13. Program and schedule development oversight for on and off-campus English as a Second Language (ESL) classes at multiple locations throughout the County.
14. Provide technical information and assistance to the Senior Dean regarding instructional services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.

KNOWLEDGE OF:

1. Pedagogy, adult and language learning, assessment and faculty development.
2. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
3. Preparation of grant proposals, contract and subcontracts.
4. Interpreting and enforcing faculty and classified bargaining contracts.
5. Program review and evaluation processes.
6. Curriculum and program development.
7. Educational trends, accreditation standards and State-wide initiatives.
8. Budget preparation and control.
9. Oral and written communication skills.
10. Principles and practices of administration, supervision and training.
11. Applicable laws, codes, regulations, policies and procedures.

ABILITY TO:

1. Plan, organize, and direct instructional operations, activities, programs and LAAF services.
2. Lead and implement strategic planning.

ABILITY TO – Continued

3. Advocate for the District's language arts and academic foundations instructional programs and services.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Direct the maintenance of a variety of reports, records and files related to assigned activities.
7. Effectively train, supervise and evaluate assigned staff.
8. 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.