

TITLE	CLASSIFICATION	SALARY RANGE
Senior Dean, Curriculum and Educational Support Services	Management Team Educational Administrator	Range: 34

### **SCOPE OF POSITION:**

Under the general direction of the Senior Vice President, Academic Affairs/Assistant Superintendent, provide District-wide support to the various aspects of instructional programs, enrollment management and compliance with Education Codes, Title 5 and California Community Colleges Chancellor's Office (CCCCO) regulation compliance, accreditation compliance and writing and interpreting Board policies, procedures and All Faculty Association (AFA) contract provisions. Coordinate and direct educational planning activities, program development functions, courses, curriculum and other information to meet District and student needs and enhance educational effectiveness; 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. Collaborate with faculty and staff on curriculum issues such as student learning outcomes, majors, certificates and courses; co-chair the Curriculum Review Committee (CRC); develop schedule of classes and monitor enrollments and faculty loads; monitor, analyze and adjust courses in response to student needs; recommend the total number of courses to be offered and of what types to be offered; recommend course amendments and curriculum changes; supervise the preparation of the College's Schedule of Classes; and provide certificate, major and course data for the College Catalog.
2. Provide District-wide consultation and technical expertise to staff and faculty regarding legal or regulatory compliance, curriculum, AFA contract interpretation, and accreditation and evaluation matters; respond to inquiries and provide detailed and technical information concerning District programs, services, curriculum, and related standards, schedules, strategies, goals, laws, regulations, policies and procedures. Co-chair the District Tenure Review and Evaluations Committee (DTREC).
3. Provide District-wide training to other administrators, faculty and staff related to regulatory compliance, curriculum, AFA contract and evaluation matters.
4. Participates in long-term educational planning in conjunction with the other senior academic deans, with special emphasis in curriculum, enrollment management and program review.
5. Coordinate and direct educational planning activities, program development functions, curriculum and information to meet District and student needs to enhance the educational effectiveness of assigned instructional subject areas; direct the development and implementation of programs, plans, strategies, courses, goals and objectives; develop the Program and Resource Planning Process (PRPP) report for program review and resource planning and prioritization.
6. Writes and revises policies and procedures of the Board of Trustees.
7. Supervise and evaluate the performance of assigned classified staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate work assignments and schedules and review work to ensure compliance with established standards, requirements and procedures.
8. Receives, reviews and facilitates resolution for student, faculty or staff complaints.
9. Establish partnerships with community organizations and high schools within the County to offer SRJC classes at off-site locations.
10. Represents the District in local, regional and state-wide instructional meetings and committees.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

11. 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.
12. Coordinate and direct communications, programs, and information between faculty, staff, students, educational institutions, external organizations, the community and various local, State and Federal agencies; receive, review, facilitate and ensure proper and timely resolution of student, staff, faculty, and program issues.
13. Develop and prepare the budget for the Curriculum Office and Older Adults Program operations and activities; analyze and review budgetary and financial data; authorize expenditures in accordance with established policies and procedures; research, obtain and maintain grants and other funding sources.
14. Provide technical information and assistance to the Senior Vice President and Deans regarding educational services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs and projections of enrollments of Full Time Equivalent Faculty (FTEF) and Full Time Equivalent Students (FTES).
15. Manage the District-wide Older Adults (Seniors) Program.
16. Serves as a member on one or more of the District teams for negotiations with faculty (AFA or Unit B) collective bargaining representatives.

**KNOWLEDGE OF:**

1. Education Code, Title 5, CCCCCO regulations, accreditation requirements, and labor union contracts.
2. Board policies and procedures.
3. State Chancellor's Office policies and procedures related to curriculum and finance.
4. State Academic Senate minimum qualification requirements for instructors.
5. GE requirements for transfer to the CSU and UC systems.
6. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
7. Program review and evaluation processes.
8. Distance Education classes and delivery requirements.
9. Interpreting and enforcing faculty and classified bargaining contracts.
10. Preparation of grant proposals, contract and subcontracts.
11. Curriculum and program development.
12. Educational trends, accreditation standards, and State-wide initiatives.

**ABILITY TO:**

1. Manage the Older Adults Program.
2. Lead and implement strategic planning.
3. Advocate for the District's programs, classes and services.

**ABILITY TO – Continued**

4. Effectively communicate complex and technical regulations in understandable terms to other administrators, faculty and staff, both orally and in written form.
5. Effectively train, supervise and evaluate assigned staff.
6. 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.