

TITLE	CLASSIFICATION	SALARY RANGE
Senior Dean, Liberal Arts and Sciences	Management Team Educational Administrator	34

**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 Liberal Arts and Sciences clusters; provide primary support for Academic Affairs program planning, enrollment management and student learning outcomes initiatives; 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 Liberal Arts and Sciences clusters including Language Arts and Academic Foundations, Arts and Humanities and Science, Technology, Engineering and Math (STEM); establish and maintain cluster time lines and priorities; ensure related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies and procedures.
2. Facilitate the development of new transfer majors in collaboration with faculty and staff; align existing transfer majors with the new Associate Degrees for Transfer (ADT); chair the majors/certificate review committee.
3. 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 data and send 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 recommend new schedule strategies to increase FTES; participate in the development of the strategic enrollment management plan.
4. 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 that prioritization documentation is complete and accurate; serve on related committees; create and provide trainings on the PRPP web-based system.
5. Provide primary support for assigned academic areas for student learning outcomes initiative District-wide to meet mandated accreditation standards; provide leadership in the assessment of courses, certificates and majors; prepare and submit the student learning outcomes portions of the annual accreditation report and midterm report; co-chair related committee; support the collection of data in an online system.
6. Participate in the development of the Enrollment Management System (EMS) software; assist with troubleshooting the system; coordinate user group meetings and provide trainings on EMS.
7. 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, plans, strategies, processes, projects, courses, goals and objectives.

**Key Duties and Responsibilities – Continued**

8. 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.
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, staff, 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 and program issues.
11. Provide consultation and technical expertise to students, staff and faculty concerning cluster 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.
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 in accordance with established limitations; research, obtain and administer grants and other funding sources.
13. 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.
14. Provide support for collective bargaining activities as assigned by the Senior Vice President of Academic Affairs; participate in negotiations with unions and management; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; ensure compliance with AFA and SEIU contracts; address faculty grievances with AFA according to Contract.
15. Represent Academic Affairs in areas related to utilization of facilities and student success and student equity projects and activities.

**KNOWLEDGE OF:**

1. Community college research and best practices.
2. Enrollment management and enrollment management systems.
3. Hiring and evaluation procedures and local, State and federal employment codes, laws and regulations.
4. Preparation of grant proposals, contract and subcontracts.
5. Interpreting and enforcing faculty and classified bargaining contracts.
6. Program review and evaluation processes.
7. Curriculum and program development.
8. Educational trends, accreditation standards and State-wide initiatives.

**ABILITY TO:**

1. Plan, organize, control and direct a wide variety of academic programs.
2. Build an effective class schedule to meet student needs utilizing a variety of data elements and the Enrollment Management System.
3. Work in an atmosphere of collegial decision-making demonstrating consensus building and facilitation skills.
4. Demonstrate sensitivity to and respect for a diverse population including the ability to develop culturally responsive student programs and student equity initiatives.
5. Lead and implement strategic planning.
6. Advocate for the District's programs and services.
7. 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.