

**TITLE: Senior Dean, Learning Resources and Educational Technology**

**CLASSIFICATION: Management Team – Educational Administrator**

**SALARY RANGE: 34**

**SCOPE OF POSITION:**

Under the direction of the Vice President, Academic Affairs/Assistant Superintendent, provide leadership and administrative oversight for District-wide academic Library Services, Media Services and Distance Education; provide vision for and overall administration of area operations, initiate strategic and educational planning, oversee program, course, and curriculum development, coordinate and direct communications; provide instructional services to meet District and student needs to enhance educational effectiveness of all academic instructional programs and support services; identify educational technologies required to support successful delivery of instruction in the context of the District's mission and institutional planning process.

**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. Provide leadership for all aspects of District-wide academic, Library Services, Distance Education operations, and Media Services programs, technologies and services.
2. Direct and evaluate District multi-site library services and facilities providing instructional support across various curriculum disciplines, vocational programs and developmental education initiatives; collaborate with Department Chair and instructional faculty to develop and manage procedures and initiatives that promote student success and continual improvement through a full range of academic library collections, services, research support, and information literacy instruction.
3. Oversee Distance Education operations; monitor effective provision and delivery of department services; establish District-wide Distance Education policies and procedures; negotiate a wide range of vendor support services; collaborate with Distance Education Director to ensure provision of adequate faculty training opportunities and encourage growth in successful online instruction.
4. Oversee Media Services operations to plan, design, and model effective learning environments for classroom instruction technology; deliver classroom management strategies for effective integration of teaching technology concepts; support classroom instruction technology needs across all District locations; support various media instruction and related events, including District instructional event management and District-wide communication services; provide classroom mediated solutions for development of new District facilities and continual refresh of existing facilities to ensure provision of innovative learning environments responsive to changing instructional needs.
5. Oversee the tenure review process for faculty in the Learning Resources and Educational Technology department and programs; coordinate tenure teams, meetings, class observations and timely completion of required documentation.
6. Initiate and lead enrollment programs to increase enrollment in Distance Education/online instruction; manage and allocate Learning Resources budget for online course development; negotiate course development agreements with faculty on District's behalf; develop and monitor for-credit information literacy instruction courses to maximize enrollment.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

7. Manage and allocate the District-wide distribution of Instructional Equipment/Library Material (IELM) funds to instructional deans and cluster programs; develop and prepare the District's Library Services, Distance Education, and Media Services budgets; 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.
8. Co-chair the Integrated Technology Planning group; participate in developing a strategic plan for the deployment of funds in instructional technology upgrades and innovations.
9. Serve as administrative lead on the District Online Committee to provide multi-constituent input into online program District-wide concerns; chair the Distance Education Advisory Group to guide collaborative planning of District related information technology constituents in support of online program development.
10. Co-chair the Sabbatical Leaves Committee to ensure the integrity of the sabbatical leave process and support the professional development of colleagues by assisting colleagues in preparation of quality applications for sabbatical leave and sabbatical reports.
11. 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.
12. Coordinate and direct educational planning activities, program development functions, courses, curriculum and information to meet College 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.
13. Provide administrative oversight of the ongoing planning, budget, expenditures, and operations for the following areas: Library Services, Distance Education, and Media Services.
14. Lead program review, including improvement and development; systematic assessment of student progress, learning and service area outcomes; and review and implement changes to maintain relevance of Learning Resources programs and to meet student and community needs.
15. Facilitate the development of faculty /staff professional learning activities through administration of the Center for Education in Teaching and Learning in collaboration with District professional development units and partners.
16. Supervise and evaluate the performance of 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; oversee evaluation of all regular and allied faculty in accordance with contractual agreements.
17. 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.
18. Coordinate and direct communications, programs, services, activities and information between faculty, staff, businesses, educational institutions, external 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.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

19. Provide consultation and technical expertise to students, staff, faculty, and others concerning Learning Resources and Educational Technology 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.
20. Provide technical information and assistance to the Vice President, Academic Affairs/Assistant Superintendent regarding Learning Resources and Educational Technology services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.
21. Represent the District at community, state, and national activities; contribute to professional dialogue through academic publications, presentations, and professional service.

**KNOWLEDGE OF:**

1. Planning, implementation, and management of systems, services, electronic resources, and computing applications specific to large-scale library facilities, distance education instruction and services, classroom technology, mediated instruction, event and communication technologies specific to community college instruction and operations.
2. Innovations, issues, and emerging trends in librarianship, distance education, classroom instructional technologies and mediated event and communication technologies.
3. California Education Code, Title V and other state and federal laws, labor agreements, regulations, restrictions, and requirements as they apply to provision of community college staffing, services, and operations.
4. Student Learning Outcomes; Program Learning Outcomes and program assessment strategies.
5. Instructional pedagogy and learning theory applicable to online/distance education environment.
6. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
7. Preparation of grant proposals, contract and subcontracts.
8. Interpreting and enforcing faculty and classified bargaining contracts.
9. Program review and evaluation processes.
10. Curriculum and program development.
11. Educational trends, accreditation standards, and State-wide initiatives.
12. Budget preparation and control.
13. Oral and written communication skills.
14. Principles and practices of administration, supervision and training.
15. Applicable laws, codes, regulations, policies and procedures.

**ABILITY TO:**

1. Plan, organize, and direct instructional operations, activities, programs and services of Learning Resources and Educational Technology.
2. Lead and implement strategic planning.
3. Advocate for the District's Learning Resources and Educational Technology programs and services.

**ABILITY TO – Continued**

4. Negotiate vendor contracts in accordance with District and state fiscal guidelines.
5. Build consensus around challenging issues and make informed decisions that resolve conflict. Display professional judgment in complex and sensitive situations.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Direct the maintenance of a variety of reports, records and files related to assigned activities.
9. Effectively train, supervise and evaluate assigned staff.
10. Demonstrate sensitivity to, and respect for, a diverse population.

**MINIMUM 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 Human Resources, in coordination with the department where the vacancy exists, if needed.)*

***Education:***

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

***Experience:***

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

***Preferred:***

Experience with instructional technologies, mediated instruction, distance education, and training.