

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Associate Dean

Unit: Management

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Job Code: C2648
Original Date: 07/1989
Last Revision: 09/2016
Staff Type: Academic
FLSA status: Exempt
Salary Range: 16

DEFINITION

Under the direction of a Dean or other assigned manager, supervise an instructional unit or program; plan, coordinate, and direct assigned educational or support programs.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification typically supervise a relatively small program or a unit within a major program or support function or academic subject area. This classification is regarded as a first-line certificated management position. Associate Deans may also administer a small continuing education site. The Dean classification is a management classification assigned to those who manage a large academic subject area(s), a major division of a student services program at a large college, the entire instructional support program at a small college, or a large continuing education center site.

EXAMPLE OF DUTIES

1. Assist in the overall administration of a College or Continuing Education instructional, student services, or instructional support program.
2. Select, supervise, and evaluate assigned certificated and classified personnel; recommend the retention and employment of faculty and staff.
3. Establish and monitor class or other schedules, class size, curriculum, personnel assignments, and other measures to assure proper delivery of programs and services.
4. Establish program goals; supervise, plan, organize, coordinate, and evaluate programs in accordance with applicable policies, practices, principles, and requirements; explain and interpret program objectives and offerings.
5. Coordinate and direct counseling and other support for assigned programs and services.
6. Develop or assist in the development of annual budget recommendations; monitor and control expenditures with adopted budget.
7. Assure the timely preparation, distribution, and/or maintenance of required records, reports, and files; analyze and evaluate documentation as necessary.
8. Assist in the resolution of issues and conflicts between students, instructors, and staff.
9. Interpret and explain legal requirements and district policies and procedures to faculty, staff, students, and the public; administer program/services policies, procedures, and standards and recommend changes as appropriate; refer difficult issues to superiors for decisions.
10. Maintain and coordinate student-testing programs and interpret results to students and instructors.
11. Coordinate program/services activities with other district programs/services, community-based organizations, school districts, and local officials.

12. Assist in the collective bargaining process as assigned.
13. Supervise the development of new or revised course curricula, course syllabi, schedules, catalogs, or other materials related to area of assignment.
14. Coordinate use and assignment of facilities, equipment, and supplies.
15. Serve on district, college, or other committees as assigned; attend meetings and make oral presentations as necessary.
16. Publicize, promote, and communicate programs/services to potential students, community organizations, businesses, professional organizations, schools, and others.
17. Perform related duties as assigned.

DESIRABLE QUALIFICATION

Knowledge:

- Budget preparation and control.
- Communication skills.
- District collective bargaining process and agreements.
- District policies, organization, operations, and objectives.
- Effective writing skills.
- Interpersonal skills including tact, patience, and courtesy.
- Laws and other regulations governing assigned programs and services.
- Principles and practices of management, training, and supervision.
- Principles and techniques of instruction, training, and counseling.
- Principles, goals, objectives, and trends of assigned programs/services.
- Technical aspects of field of specialty.

Skills and Abilities:

- Allocate financial and human resources in accordance with sound management principles.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Coordinate program activities and services with other site, district, and community programs.
- Develop and revise curriculum and course content.
- Develop, administer, and control budgets.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Perform program support functions such as administering contracts and coordinating facilities use.
- Plan, organize, and supervise assigned programs/services.
- Prepare comprehensive records and reports.
- Train, supervise, and evaluate personnel.

Training and Experience:

Any combination of training and experience equivalent to: a Master's degree from an accredited institution in an appropriate subject area and three years of increasingly responsible experience in teaching, counseling, research, administration, or other experience directly related to area of assignment, preferably in an institution of higher education. Some positions may require special credentials.

The following are required for academic/educational administrator assignments:

- 1) Master's degree (doctorate preferred) from a regionally accredited institution, AND

- 2) One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

OR

- 1) Possession of a lifetime California Community College Chief Administrative Officer Credential AND
- 2) Two (2) years of recent management experience in an institution of higher education, AND
- 3) Demonstrated cultural competency, sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.