

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Dean
Unit: Management

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Job Code: C2406
Original Date: 07/1989
Last Revision: 09/2016
Staff Type: Academic
FLSA status: Exempt
Salary Range: 18

DEFINITION

Under the direction of a Vice President of Instruction/Student Services or other assigned manager, plan, organize, and direct a major instructional, instructional support, or student services program on a college campus or at a large continuing education site.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are assigned to manage and provide leadership to a large instructional program involving a group of academic subject areas, a large continuing education program, or an instructional support or student services program employing certificated personnel, such as academic support, student affairs, student development, student affairs/matriculation, or student services. Dean positions may supervise staff directly or through first-line supervisors, such as Associate Deans.

EXAMPLE OF DUTIES

1. Plan, organize, coordinate, manage, and evaluate an assigned instructional or instructional support program in accordance with legal requirements, district policies, and sound instructional/guidance principles and practices.
2. Establish overall objectives and plans; initiate and participate in overall program planning; assess needs for new programs/services and facilitate their development and implementation in accordance with established approval guidelines and budgets.
3. Direct the evaluation of facilities and equipment and recommend improvements.
4. Communicate and interpret program objectives and offerings to potential students, other two-year and four-year institutions, community organizations, students, staff, instructors, and others.
5. Screen, interview, select, assign, supervise, and evaluate regular and substitute faculty and staff; plan, coordinate, and provide orientation and in-service education for professional development of assigned staff.
6. Prepare staff assignments and schedules; assign work location in accordance with established district policy.
7. Develop annual budget recommendations according to established procedures; monitor and control assigned program budgets; initiate special fund requests.
8. Serve as a member of district, site, or other committees and task forces; maintain liaison with other site and district administration to assure proper coordination of activities; promote sharing of ideas and communication of successful operating practices with others in similar positions inside and outside the District.
9. Represent the District and participate at the local, State, and national levels in organizations and activities that improve, promote, and publicize district instructional/instructional support programs.
10. Coordinate and direct special projects as assigned; initiate studies and conduct analyses as necessary to determine the need for new or modified course offerings, programs, or services.

11. Prepare reports and make presentations as necessary; assure the preparation, distribution, and maintenance of required reports, records, and files.
12. Coordinate and facilitate the resolution of student, instructor, and staff conflicts, complaints, and grievances.
13. Perform related duties as assigned.

DEAN - INSTRUCTION

These incumbents are assigned to Instructional Services, manage a major instructional program(s) and also perform the following:

Review and evaluate curricula and effect changes as needed with the advice of department chairpersons and faculty; develop and coordinate instructional services in support of matriculation and student services; advise and direct faculty members in designing and implementing special projects; approve the selection of textbooks, visual aids, and other instructional materials; direct course approval applications for submission to the District and the State Chancellor's Office; assure the timely development of class schedules; direct the review and revision of materials for college catalogs related to assigned instructional area(s); assign instructors according to qualifications, scheduling requirements, and established work load standards.

DEAN - STUDENT AFFAIRS

These incumbents are assigned to Student Services and manage student affairs programs, such as student government, student clubs/organizations, student activities, financial aid, EOPS, placement, veterans, and student and faculty rights, policies, and procedures. They also perform the following:

Provide opportunities for and encourage students to participate in the democratic process on campus; assure that decisions made by the Associated Students are constitutionally correct, ethical, and of benefit to the student body at large and to the community; resolve student discipline cases and behavior problems.

DEAN - STUDENT DEVELOPMENT

These incumbents are assigned to Student Services and manage student development programs and services, such as admissions, records, registration, veterans' certification, counseling, and matriculation services at a comprehensive college site. They also perform the following:

Implement and administer college matriculation services, including admission, orientation, skills assessment, advisement, student follow-up, and program evaluation; develop and coordinate advisement and counseling activities in support of student retention programs.

DEAN - STUDENT AFFAIRS/MATRICULATION

These incumbents are assigned student services functional areas and manage all matriculation services of a comprehensive college, counseling, student affairs programs, EOPS/TAP, tutoring programs, and student evaluation services. They also perform the following:

Implement and administer all college matriculation services, including recruitment, orientation, advisement, testing/assessment, student follow-up, articulation/transfer, student research/evaluation, and counseling activities; coordinate student affairs programs, EOPS/TAP programs, and tutoring activities.

DEAN - STUDENT SERVICES

Incumbents are assigned to Student Services at a smaller site and manage all areas of Student Services and the Learning Resources Center/Library. They also perform the following:

Implement and administer college matriculation services, including admissions, orientation, skills assessment, advisement, student follow-up, and program evaluation; develop and coordinate advisement and counseling activities in support of student retention programs; provide opportunities for and encourage students to participate in the democratic process on campus; assure that decisions made by the Associated Students are constitutionally correct, ethical, and/or benefit to the student body at large and to the community; resolve student discipline cases and behavior problems; may administer veterans affairs, financial aid, EOPS, and placement programs.

DEAN - CONTINUING EDUCATION

Incumbents are assigned to serve as site administrator for a large continuing education center which involves instruction and student services, including bookstore operations. They also perform the following:

Manage student services such as enrollment, records, registration, counseling, and matriculation services; maintain liaison with college counseling program to ensure a matriculation program for students desiring to enter college; assure the maintenance of accurate records for students pursuing a course of study for high school graduation; assure the development, evaluation, and improvement of classes based upon community needs; establish fees for classes according to established guidelines; approve the selection of textbooks, visual aids, and other instructional materials; assure the timely development of class schedules; direct the review and revision of materials for college catalog related to assigned area(s); assign instructors according to qualifications, scheduling requirements, and established work load standards; evaluate program and effect changes as needed; coordinate security, custodial, and grounds maintenance with operations and police staff.

DESIRABLE QUALIFICATIONS**Knowledge:**

- Applicable sections of California Education Code.
- Budget, accounting, and fundraising principles.
- Content and course outlines.
- Current trends which affect the assigned program.
- Delivery systems for instructional and instructional support programs and services.
- District organization, operations, policies, and procedures and objectives.
- District's collective bargaining process.
- Goals and objectives of assigned programs.
- Goals of the District's educational master plan.
- Governance systems for California community college districts.
- Local, State, and federal laws governing programs and services of community college districts.
- Modern business practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- Principles and techniques of instruction, training, and counseling.
- Program and staff evaluation principles.
- Public relations and marketing techniques.
- Management, supervision, and public administration principles.
- Technical aspects of field of specialty.
- Trends in educational program offerings.

Skills and Abilities:

- Communicate effectively both verbally and in writing.
- Demonstrate analytical and assessment abilities.
- Develop and control budgets.
- Develop and direct delivery systems and implementation procedures for assigned programs and services.
- Influence and persuade people to follow a prescribed course of action.
- Maintain excellent interpersonal relations with college, program and district staff, students and community groups.
- Train, select, assign, supervise, and evaluate staff.

Training and Experience:

Any combination of training and experience equivalent to: a Master's degree from an accredited institution and five years of increasingly responsible and directly related management or supervisory experience in an institution of higher education.

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 CONDITIONSPhysical Requirements:

Category III

Environment:

Favorable, usually involves an office.