

Dean - School of Art, Performance and the Humanities

DEFINITION

Under general administrative direction, plans, directs, manages and oversees the administrative activities and operations of the school; supervises classified and certificated personnel assigned to the school; oversees the preparation and conduct of academic programs (day and evening; all modalities), academic curricular and co-curricular activities of the faculty, and all pertinent administrative and personnel actions; guides and participates in equity-based curriculum planning and evaluation, course and program promotion, and evaluates requirements for instructional staff, facilities, supplies and equipment; makes recommendations to the Vice President about standards, policies, and procedures applicable to instructional services and performs other duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from an assigned Vice-President or other assigned executive manager.

Provides direct supervision to department chairs, classified, certificated, and management staff, as assigned.

EXAMPLES OF DUTIES

School-specific Duties

- Coordinate school pathway(s) and work with success teams to move students through the four pillars of success
- Assess condition of performing arts venues and make recommendations regarding safety, maintenance, refurbishing, and renovation projects
- Coordinate with the college facilities office to produce an annual performing arts venue calendar that organizes all college instructional, co-curricular, and special events
- Develop partnerships with local arts organizations to build arts awareness and community participation at performances and events throughout the district service area
- Develop partnerships with area K-12 schools to promote student campus visits
- Provide support and leadership for the annual Celebration of the Humanities Contests

Leadership & Operations

- Plan, direct, manage and oversee the administrative activities and operations of the school;
- Supervise faculty and staff within the school, including but not limited to supervising work load, providing in-service training and professional development, fostering an equitable and inclusive culture, resolving conflicts
- Call and preside over regularly scheduled school staff meetings and special meetings as needed; serve on regular and special committees as assigned by an executive team member

Modesto Junior College

Range: 45

- Provide leadership in facilities planning, development, maintenance and management
- Participate in local, regional, and/or state professional leadership organizations
- Participate in Deans' Cabinet, serve on committees within and outside the district
- Set school priorities, long-term and short-term goals.

Enrollment Management, Scheduling & Budget

- Plan and develop teaching schedules and coordinate room assignments; supervise curricular and co-curricular programs in the day, evening, and summer and utilize a variety of modalities in support of the goals of the enrollment management plan
- Support the goals of Dual Enrollment and other enrollment-related initiatives
- Plan and maintain budgetary control within the funds allocated directly for the school; collaborate in fund-raising and grant-writing activities
- Plan, organize, and implement strategies to meet enrollment goals.

Student Success and Equity

- Develop and facilitate diverse and equitable staffing for programs including the recruiting, hiring, supervision, and evaluation of all certificated and classified staff; oversee the evaluation of all certificated and classified staff in accordance with the contracts between the district and employee groups; chair all search committees
- Assist in the planning and implementation of equity goals for the school
- Support excellence in teaching and innovative pedagogy.

Program Development

- Compile and report information related to the school's programs, including the Administrative Program Review, the Educational Master Plan, Accreditation, and special projects
- Develop and administer grants to support instruction and activities of the school
- Provide effective leadership for program development and improvement; represent school concerns and needs to the assigned Vice President.

Community Outreach

- Work with community and industry groups and advisory committees; serve as liaison between the college and the community; identify community education needs and communicate those needs to the Vice President or other appropriate party
- Work with citizens advisory committees to maintain links between college programs and employer and industry groups, as needed

Perform other duties as assigned

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment on a campus with a culturally and ethnically diverse student population
- Work will require evening and weekend hours

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MINIMUM QUALIFICATIONS

Range: 45

Knowledge of:

- Principles of current issues involving community, economic development, curriculum development and instructional technology related to academic disciplines in the school
- The diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and anti-racism practices that promote equity, inclusion and success in our BIPOC (black, indigenous and people of color) students
- Principles of current issues involving curriculum and instruction; all college services and programs; state and federal laws
- Codes and regulations affecting instruction and instructional programs
- Principles and techniques used in the administration of equitable and strategic budget and planning practices

Ability to:

- Work with an equity-minded framework that is highly committed to social justice and anti-racism practices
- Learn, use, and implement new technologies as tools for learning, teaching, administering and generally improving the work area or scope of work
- Communicate effectively with diverse constituencies, within and outside the District
- Possess strong interpersonal communication skills, ability to motivate students and staff; deal with issues related to instruction and needs of students and staff
- Plan, organize, direct, administer, review, and evaluate assigned programs and services
- Exercise sound judgment in the performance of duties
- High degree of professionalism and integrity
- Ability to understand, motivate and deal with issues related to instruction and the needs of students and staff
- Demonstrate commitment to community and campus activities
- Maintain high degree of integrity and professionalism, contributing to the team of Deans

Licenses and Certificates:

- Possession of valid California Motor Vehicle Operator's License