

Dean of Arts, Sciences and Human Performance - CC**DEFINITION**

Under general administrative direction, plans, directs, manages and oversees the administrative activities and operations of the division; supervises classified and non-classified personnel assigned to the division; oversees the preparation and conduct of divisional academic programs (day and evening), academic activities of the faculty, and all pertinent administrative and personnel actions; guides and participates in 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.

NOTE: The Dean of Arts, Sciences and Human Performance also supervises the Athletic Director at Columbia College.

SUPERVISION RECEIVED AND EXERCISED

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

Provides direct supervision to numerous faculty, managers as well as other administrative support staff, as assigned.

EXAMPLES OF DUTIES

- Plan, direct, manage and oversee the administrative activities and operations of the division;
- Supervise faculty and staff within the division, including but not limited to: supervise work load, provide in-service training, resolve conflicts
- Plan and develop teaching schedules and coordinate room assignments; supervise instructional programs in the day, summer, evening, and extension in collaboration with the Office of Instruction
- Plan and maintain budgetary control within the funds allocated directly for the instructional area; facilitate fund-raising and grant-writing activities
- Develop and facilitate staffing for programs including the recruiting, hiring, supervision, and evaluation of all faculty and classified staff; evaluate all faculty and staff in accordance with the contracts between the district and employee groups; chair all search committees.
- Call and preside over regularly scheduled division staff meeting and special meetings as needed; serve on regular and special committees as assigned by the Vice President of Instruction.
- 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 for Instruction or other appropriate party.
- Compile and report information related to the division's programs, including Program Review, the Educational Master Plan, and special projects.

- Participate in the articulation of programs with other colleges and high schools, student advising and registration.
- Represent division concerns and needs to the assigned Vice President; participate in the Instructional Administrators' Council (IAC), serve on committees within and outside the district.
- Plan, organize, and implement strategies to meet enrollment goals.
- Provide leadership in facilities planning, development, maintenance and management.
- Participate in local, regional, and/or state professional leadership organizations.
- Develop and administer grants to support instruction and activities of the Division.
- Work with citizens advisory committees to maintain links between college programs and employer/industry groups, as needed.
- Perform other related duties

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require evening and weekend hours.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of current issues involving community, economic development, curriculum development and instructional technology related to academic discipline, behavioral and social science research trends.
- The diverse academic, socioeconomic, cultural and ethnic backgrounds of community college 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 budget and planning.

Ability to:

- 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;
- Demonstrated commitment to community and campus activities.

Licenses and Certificates:

Possession of valid California Motor Vehicle Operator's License.

Physical and Mental Standards:

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Education: Possess a Master's Degree **AND** one year of successful experience in academic field related to the administrative assignment.

Experience: Five (5) years teaching and/or administrative experience in higher education (community college experience desired); experience in supervising full-time or part-time professional faculty and/or staff, a plus.

Class Adopted: 03/01/09
Class Amended: XX-XX-XX