

**DEAN OF INSTRUCTION AND STUDENT LEARNING – MJC****DEFINITION**

Under general administrative direction, plans, directs, manages, evaluates, and provides leadership for the activities and operations in the areas of instruction with particular emphasis on distance education, enrollment management, schedule development, program review, professional development, instructional design, academic initiatives, planning and budget development, and performs other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the MJC Vice President of Instruction and works closely with the MJC Vice President of Student Services.

Provides direct supervision to professional and technical staff as well as other administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

- Provide instructional leadership, inspiration, and support for academic initiatives.
- Work with instructional deans and faculty; provide administrative leadership for the development of the class schedule.
- Coordinate instructional initiatives including acceleration, corequisite, and alternative design cohorts.
- Lead development and implementation of alternative schedules and degree completion models.
- Facilitate development of instructional approaches including hybrid, flipped classroom, and other pedagogical models in support of student success.
- Develop and manage assigned budgets.
- Serve as administrative lead for student honors programs.
- Provide management oversight and coordination of distance education.
- Participate in the planning and providing of primary administrative support for professional development including flex activities and college institute days.
- Coordinate supportive services and supervision for the day, summer, weekend, and evening programs as appropriate.
- Coordinate development and launch of noncredit courses and programs.
- Work closely with Instructional Unit Managers and faculty to assure accurate and current information regarding students and student placement.
- Facilitate student communication regarding academic, support, and enrichment opportunities.
- Maintain support materials and electronic resources for instructional functions such as instructional procedures manual, faculty handbook, and instruction webpages.
- Lead the review of and revision of process, procedures, and forms to increase institutional effectiveness and enhance the student experience.
- Foster effective relations across the campus and with the community.
- Perform other duties as assigned.
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## **TYPICAL WORKING CONDITIONS**

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

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Techniques and practices designed to appraise the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.
- The needs, problems and challenges associated with the diversity of the community college student population.
- Knowledge of current curriculum and instruction issues.
- Proficiency in current instructional technology and pedagogical approaches.
- Understanding of the accreditation standards and the accreditation process.
- Project management and budget development.

### **Ability to:**

- Provide leadership in the development, review, and support of academic and support programs.
- Lead in the development and conduct of professional development activities.
- Work as a team member in a shared governance environment.
- Develop, evaluate, and use data in decision making; to develop program plans; and to manage complex budgets.
- Promote instructional innovation.
- Create and maintain documents, including spreadsheets and databases, using computers and standard office software.
- Support the academic growth and success of community college students, faculty, and staff.
- Demonstrate effective written and oral communication skills.
- Demonstrate commitment to community and campus activities.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **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:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

Education: Possession of a Master's Degree **AND** one year of successful experience in field related to the administrative assignment **OR** a California Community College Supervisor Credential **OR** other appropriate valid California administrative credential.

Experience: Administrative experience preferred at the community college level. Two years of community college teaching experience. Three years of experience as an instructional administrator.

*Class Adopted: 03/01/09*

*Class Amended: 06/07/17*