

Dean, Literature & Language Arts - MJC**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.

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](#)