

**DEAN OF INSTRUCTIONAL SERVICES - 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 vocational program development, program review, work experience, planning and budget development, enrollment management, accreditation and promotion of staff development and performs other duties, as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the MJC Vice-President – Instruction.

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

**EXAMPLES OF DUTIES**

- Participate in the planning of and provide primary administrative support for staff development activities.
- Provide instructional leadership, inspiration, and support for the MJC Excellence Initiative.
- Work with vocational deans and faculty; provide administrative leadership for the development, review and currency of vocational programs.
- Oversee Vocational and Technical Education Act (VTEA) and Tech Prep activities including planning, budgeting, accountability, and reporting.
- Provide management oversight and coordination of Cooperative Work Experience
- Participate in the planning and providing of primary administrative support for staff development including flex activities and college institute days.
- Provide supportive services and supervision for the day, summer, weekend and evening programs as appropriate.
- Coordinate the program review process including the design of accountability systems for tracking and compiling program data, service outputs and student outcomes and follow-up studies; coordinate instructional Educational Master Planning.
- Work closely with Instructional Unit Managers and faculty to assure accurate and current information regarding students and student placement.
- Provide administrative support for the accreditation process, including serving as Accreditation Liaison Officer.
- Maintain support materials for instructional functions such as instructional procedures manual, faculty handbook, etc.
- Participate in the articulation of programs with other colleges, secondary schools and service providers.
- Foster effective relations with the community and community-based organizations.
- Perform other duties as assigned.

## **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.
- Understanding of the accreditation standards and the accreditation process.

### **Ability to:**

- Provide leadership in the development, review, and support of vocational programs.
- Lead in the development and conduct of self-development activities.
- Work as a team member in a shared governance environment.
- Develop, evaluate, and use data in decision making; to develop and coordinate strategic planning; 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: XX-XX-XX*