

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF INSTRUCTION

M197.100

BASIC FUNCTION: Under the administrative direction of the Vice President for Instruction, plans, organizes, directs and integrates operations of programs, services and activities of the assigned instructional area, ensuring compliance with established curricular and instructional objectives and policies. Works in close cooperation with other deans and participates actively in the District's participatory governance activities and initiatives. Provides leadership in the attainment of the District's mission and institutional goals within the Instructional Unit.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *)*

- *1. Provides leadership in the development and implementation of student-centered class schedules and faculty assignments and loads in accordance with current assessment of program and curricular objectives, student needs and collective bargaining agreements within the departments supervised.
- *2. With faculty and staff input, employ college-wide enrollment management principles, scheduling guidelines, and enrollment targets to determine course offerings and the appropriate sections of each course (including corresponding time schedules) to effectively ensure access, equity, and timely completion of programs to support educational initiatives such as Guided Pathways. Monitor enrollment effectively and add/cancel classes as necessary.
- *3. Coordinates and prepares timely and accurate instructional reports required by various federal, state, district and college departments. Ensures that all programs remain relevant in relation to the standards of industry, transfer institutions, and State mandates and accrediting bodies. Coordinate the establishment and implementation of advisory committees, as required.
- *4. Assists in the recruitment, selection, and orientation of classified and academic personnel within the area in accordance with applicable policies and procedures; provide staffing recommendations in compliance with District procedures and Equal Employment Opportunity principles and guidelines.
- *5. Supervises and supports academic and classified personnel in the day-to-day operations of the assigned area staff. Supervisory duties include instructing, planning and assigning work, maintaining standards, coordinating activities, acting on employee issues problems, assisting with new employee selection, recommending employee discipline, transfer, promotion and discharge as appropriate. Reviews and evaluates the work of academic and classified personnel subordinates for effectiveness, professionalism accuracy and adherence to department policies and collective bargaining agreements; offers support advice and guidance assistance as needed.
- *6. Promotes currency and innovation in all programs, activities and training to enhance faculty and staff understanding of education practices, curriculum standards and instructional strategies related to assigned area. Works with departmental personnel to maintain and improve standards of instruction; assigns teaching and office hours of academic staff; makes faculty assignments; approves events, activities, field trips and professional development conference requests for faculty and staff. Works with chairs and coordinators in all schedule development; provides orientation of new academic staff to their duties and obligations, and performs other administrative duties as required.
- *7. Direct and implement sound fiscal planning in the development and management of the area and department budgets; supervise the preparation and submission of area budget and, upon approval, assume overall responsibility for timely and accurate implementation; develop and implement externally funded initiatives; plan resource allocations for facilities, equipment and technologies that support instructional programs in the assigned area.
- *8. Works cooperatively with other administrators in effective use of facilities and equipment; supervises office use and assignment, classroom and lab usage, including the issuance of keys. Directs and monitors the maintenance of inventories of instructional equipment.
- *9. Initiates and maintains positive relationships with other departments and members of the College community.

10. Represents the District at federal, state and regional meetings as appropriate.
11. Serves on a variety of District committees as assigned and contributes to District planning processes and implementation strategies.
12. Performs related work as required.

MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**
 - Possession of a Master's Degree from a regionally accredited body; **AND**
 - One (1) year formal training, internship or leadership experience reasonably related to the administrator's administrative assignment; **AND**
 - One (1) year of supervisory experience
- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**
 - Hold and maintain a valid driver's license throughout duration of employment with the District.

DESIRED QUALIFICATIONS

- Knowledge of the California community college system and the various initiatives that support it. (<http://www.cccco.edu/>).

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: District policies and procedures; laws and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; curricular and instructional program development theories and methods of implementation; equipment and instructional materials used in the areas assigned.

Ability to: apply District policies and procedures; ensure compliance with all laws, regulations and policies through effective supervision and management; motivate and provide leadership to a diverse group of professionals and staff; plan and coordinate the most effective use of faculty, staff, facilities and resources to achieve District-wide instructional goals; comprehend and stay current with the theories of and practices in vocational education instruction and programming; communicate professionally in confrontational situations; compose complex reports, analyzes and correspondence; prepare complex schedules; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted during the course of work; work with diverse populations; make required mathematical calculations accurately; make public presentations; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the preparation and management of budgets.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision of academic, professional and classified staff; provides technical direction to faculty members as assigned.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Normal office environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.