

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification

DEAN, SCHOOL OF THE ARTS

Chabot College

MANAGEMENT RESPONSIBILITY

The Dean is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy, District and College procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District and College policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on College- and District-wide committees.

GENERAL DESCRIPTION

Under general direction of the Vice-President of Academic Services and through the process of shared governance, the Dean will administer the College program in the assigned instructional division. The incumbent will develop, direct, manage, and evaluate the curriculum and instruction, including the faculty and other personnel, and the facilities comprising that division. The division Architecture, Art, Art History, Digital Media, Film, Humanities, Interior Design, Mass Communication (including Radio, television, and Journalism), Music, Philosophy, Photography, Theater Arts, Religious Studies, and related programs, as well as oversight of the college's Performing Arts Center, Art Gallery, and Little Theater.

DUTIES AND RESPONSIBILITIES

The Dean shall:

1. Foster and maintain high standards of instruction, including providing division leadership in establishing goals and objectives for student learning, assessing achievement of goals and objectives, and the uses of innovative delivery of instruction, including instructional technology, distance education, and Web-based/online instruction;
2. Demonstrate a high value for student learning in setting priorities and implementing institutional goals.
3. Plan, develop, coordinate, and evaluate division instructional offerings to meet student, program, community, and enrollment needs;
4. Plan and develop the division budgets and monitor division expenditures and operations;
5. Supervise the planning, organizing and development of the curriculum of the division, in consultation with faculty and advisory committees as appropriate;

6. Supervise and evaluate the performance of assigned faculty and staff within the division;
7. Provide leadership in the recruitment, selection, and assignment of faculty and staff within the division in accordance with District policies;
8. Foster community outreach and provide liaison with area schools, two- and four-year colleges, business and industry, and the public sector to promote, develop and articulate college instructional offerings;
9. Become an active community member by participating in community organizations mutually agreed to;
10. Assist in establishing a process for enrollment management and in gathering and interpreting data for scheduling, staffing, planning, including student success, access and equity;
11. Provide leadership and opportunities for appropriate staff development programs and activities for faculty and staff;
12. Formulate long-range and short-range goals for the division, including updating the college's master plan, strategic plan, and other planning documents and processes;
13. Conduct ongoing program review;
14. Establish and maintain collaborative and collegial working relationships with administrative counterparts and constituent leadership;
15. Provide supervision to the day, late afternoon, summer/evening and off-campus programs as assigned;
16. Represent Academic Services for the Vice President as appropriate and as necessary;
17. Perform all other related and implied management duties and such others as may be assigned by the President or Vice President.

MINIMUM QUALIFICATIONS

Education and Experience:

The minimum qualifications for service as an educational administrator shall be both of the following:

1. Possession of a master's degree; and
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

APPOINTMENT

The Dean of Enrollment and Student Support Services shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

Revised: May 19, 2009 (change in title and representative duties)

Adopted by the Board of Trustees:

Effective:

Job Family: Academic Administrator