

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**DEAN, ACADEMIC SERVICES  
ARTS & HUMANITIES  
LAS POSITAS COLLEGE**

**Range 19**

**ACADEMIC MANAGEMENT CLASS SPECIFICATION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

The Dean will be responsible for the development, direction, supervision, and evaluation of the assigned set of the College's academic programs and/or College service areas – which currently include American Sign Language; Humanities (Art, Art History, Interior Design, Photography, Visual Communications, Humanities, Philosophy, Religious Studies); English; English as a Second Language (ESL); Foreign Languages (French, Italian, Spanish); Mass Communications (Journalism, Newspaper, Radio, TV); Performing Arts (Dance, Music, Instrumental Music, Speech, Theater Arts); and related functions. This position involves direct collaboration with faculty and staff in planning and directing College goals and objectives. The Dean performs related duties as required. The position will report to the Vice President of Academic Services.

**REPRESENTATIVE DUTIES:**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

**Instruction**

1. Foster and maintain high standards of instruction, providing leadership in establishing goals and objectives, and the uses of innovative delivery of instruction, including instructional technology, distance education, and Web-based/online instruction;
2. Work with the division faculty to develop and implement strategies for improved transfer rates, vocational certificate completion rates, basic skills acquisition rates and other types of enrollment goals;
3. Work with division faculty and staff to coordinate class schedules to ensure maximum utilization of facilities, maximum enrollments, facilitation of student access to a cross section of courses and to enable the college to reach its FTES goals;
4. In collaboration with faculty, prepare and review program review documents and division wide planning documents;
5. Demonstrate a high value for student learning in setting priorities and implementing institutional goals;
6. Plan, develop, coordinate, and evaluate division instructional offerings to meet student, program, community, and enrollment needs;

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7. Supervise the planning, organizing and development of curriculum of the division, in consultation with faculty and advisory boards as appropriate;
8. Provide leadership and support throughout systematic cycles of evaluation of student learning outcomes in order to improve institutional effectiveness;
9. Promote an inclusive learning environment that guarantees equal access to educational opportunities for students with physical, learning and psychological disabilities;
10. Provide supervision to day, late afternoon, summer/evening, weekend, distance education and off-campus programs.

**Administrative**

1. Plan and develop the division budgets and monitor division expenditures and operations;
2. Assist in establishing a process for enrollment management and in gathering and interpreting data for scheduling, staffing, planning, including student success, access and equity;
3. Formulate long-and short-range goals for the division, including updating the College's master plan, strategic plan, and other planning documents and processes; conduct ongoing program review;
4. Take entrepreneurial stance in seeking ethical alternative funding sources such as grants and sponsorships;
5. Develop grant proposals and draft agreements for sponsorships, partnerships and collaborative initiatives;
6. Prepare required College, District, State, and Federal reports, as necessary to the division;
7. Work with the Vice President of Academic Services to provide effective training for administrative staff;
8. Work with fellow administrators to achieve established institutional goals and objectives;
9. Review and prepare budgeting priorities working in consultation with the Vice President of Academic Services and faculty in accordance with the campus budget process; Develop and generates statistical data and reports as they relate to planning and budget;
10. Uphold professional standards of behavior and ethics in support of the institution's published mission and values;
11. Develop and implement accountability procedures in all division processes;
12. Perform all other related and implied management duties and such others as may be assigned by the President or Vice President.

**Supervision**

1. Coordinate the evaluation of faculty performance with tenure/non-tenure committees, including making and implementing recommendations to monitor and foster instructor development;
2. Supervise and evaluate the performance of assigned classified staff;
3. Provide leadership and coordination in the recruitment, selection and assignment of faculty and staff, in accordance with College mission and District policies;
4. Provide leadership, support and opportunities for appropriate staff development programs and activities for faculty and staff;

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5. Works with college personnel to resolve student, staff and faculty complaints.

**Communications & Outreach**

1. Foster community outreach and provide liaison with area schools, two- and four-year colleges, business and industry, and public sector to promote, develop and articulate college instructional offerings;
2. Become an active community member by participating in community organizations mutually agreed to;
3. Establish and maintain actively collaborative and collegial working relationships with administrative counterparts and constituent leadership.

**MINIMUM QUALIFICATIONS**

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

- (a) Possession of a master's degree; and
- (b) 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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Experience in teaching at the college (post-secondary) level;
2. Expertise in building educational programs, creating both program capacity and program sustainability;
3. Demonstrate strong interpersonal skills with ability to motivate and empower faculty, staff and students to succeed;
4. Expertise in district, conference and state regulations for community colleges;
5. Expertise in the development and management of professional and staff development programs;
6. Capacity to analyze complex issues and ability to facilitate collaborative problem solving;
7. Capacity to analyze faculty loads, enrollment figures and efficiency numbers;
8. Ability to be an energetic leader who values learning, and possesses a strong awareness of the community college mission, along with ability to provide effective coordination, supervision, encouragement and support to faculty and staff;
9. Possess excellent communication skills both oral and written, and have the ability to develop and implement managerial systems;
10. Be an adaptable, flexible individual who is dedicated to quality and is at ease in the community. He or she must be willing to take creative initiative while understanding the political dynamics of a growing institution and has the skill to adroitly manage change within it;
11. Be an active and contributing member of the administrative team, approaching individual and shared tasks with equal enthusiasm;

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12. Be an active and contributing member of the College mission and values including teaching, learning, diversity and innovation.

**DESIRABLE QUALIFICATIONS:**

1. Earned doctorate preferred;
2. Experience or qualifications relevant to oversight of programs in disciplines represented in the division.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting. The incumbent may be required to work some evenings, weekends, and travel.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

**APPOINTMENT:**

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

Adopted by Board of Trustees on September 16, 2008  
Effective: September 17, 2008  
Revised by Board of Trustees on January 16, 2018  
Effective: January 17, 2018  
Job Family: Academic Administrator/Management