

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

DEAN, HEALTH, KINESIOLOGY AND ATHLETICS

Chabot College
Management Class Specification

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

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 include health education, nutrition, allied health, medical assisting, nursing, dental hygiene, EMT, physical education, a fitness center, 19 athletic teams, and related functions. This position involves direct collaboration with faculty and staff in planning and directing college goals and objectives. Position will report to the Vice President of Academic Services.

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, 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 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- 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;
13. Establish and maintain collaborative and collegial working relationships with administrative counterparts and constituent leadership;
14. Provide supervision to the day, late afternoon, summer/evening and off-campus programs as assigned;
15. Represent Academic Services for the Vice President as appropriate and as necessary;
16. 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 for the following:

- (a) Possession of a master's degree; and
- (b) One year of formal training internship, or leadership experience reasonable 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

Ability to provide effective coordination, supervision and encouragement to faculty and staff; excellent communication skills both oral and written, ability to develop and implement managerial systems, and genuine interest in becoming acquainted with new subject areas; must be adaptable, flexible individuals who are dedicated to quality and at ease in the community, must be willing to take creative initiative while understanding the political dynamics of a mature institution and have the skill to adroitly manage change within it.

DESIRABLE QUALIFICATIONS

- **Physical Education, Athletics:** Breadth and depth of experience or qualifications relevant to oversight of physical education, athletics, and athletic support functions. Background in physical education and coaching. Experience managing or overseeing physical education facilities and equipment.
- **Health Education, Health Sciences:** Breadth and depth of experience or qualifications relevant to oversight of health education and health sciences.
- **Educational Administration or Coordination:** Demonstrated success motivating others and managing within an educational institution.
- **Instructional Innovation:** Experience developing innovative curriculum and delivery strategies. Experience developing and implementing programs recognized regionally or nationally for their inventiveness and quality.
- **Educational Outreach, Community Relations:** Experience and skill in promoting relations with area high schools, the community, and other colleges.
- **Planning with an Emphasis on Learning:** Achievements that demonstrate a deep value for learning; expertise in institutional planning; familiarity with learning assessment and its value in institutional planning.

APPOINTMENT

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

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