

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification Dean, Language Arts Chabot College

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 include English, ESL, World Languages, American Sign Language, Learning Skills (for students with disabilities), Writing and Reading Across the Curriculum (WRAC) Center, ESL Lab, World Language Lab, Learning Communities, Service Learning, and related programs. 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.

REPRESENTATIVE DUTIES:

The Dean of Language Arts 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 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. 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.
18. 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.

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. Ability to provide effective coordination, supervision and encouragement to faculty and staff.

2. Ability to be adaptable, flexible and dedicated to quality and at ease in the community.
3. 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.
4. Excellent communication skills both oral and written.
5. Language Arts or related academic discipline: Breadth and depth of experience or qualifications relevant to oversight of academic programs in Language Arts and related disciplines, in a college setting. Experience with curriculum that effectively addresses student success from basic skills through advanced courses. Capability to creatively direct a variety of student interventions and support services a plus.
6. Instructional Innovation: Experience in developing innovative curriculum and delivery strategies, including distance education. Familiar with a variety of innovative programs/strategies across the standard community college curriculum, including service learning and interdisciplinary learning communities. Capable of being a resource and guide to faculty seeking to create an energetic and sought-after program focused on student learning.
7. Technology Experience: Familiarity with technology growth in all its forms and its application to the enterprise of education. Capable of developing & implementing institutional technology plans. Able to supervise a variety of technical support services in a manner that is responsive to the user. Familiar with classroom applications of technology. Capable of managing distance education in all its operational aspects. (Technology does not only mean computers or even communications. It also relates to facilities design, curriculum development for use within advanced communication systems, and so forth.)
8. 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; breadth of vision and the ability to reduce vision to practical detail; ability to effectively encourage others to contribute to institutional planning and implementation of plans; understanding of processes of institutional change involved in a college becoming an institution centered on learning; ability to assess complex costs and set realistic timelines for implementation of institutional plans; ability to facilitate and implement an institutional learning assessment plan.
9. Experience developing and implementing programs recognized regionally or nationally for their inventiveness and quality.
10. Any blend of the above that would be of interest given Chabot's desire to have exceptional and aggressive leadership suited to fostering educational excellence.

DESIRABLE QUALIFICATIONS:

1. Possess a strong awareness of the community college mission.
2. Ability to develop and implement managerial systems.
3. Genuine interest in becoming acquainted with new subject areas.

NOTE: This class specification is not necessarily all-inclusive in terms of work detail.

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

Adopted by the Board of Trustees
Effective:
Board Designation: Administrative
(p:/Dean Language Arts)