

DEAN, HUMANITIES AND SOCIAL SCIENCES

DEFINITION

Under the administrative direction and oversight of the Vice President, Instruction, the Dean, Humanities and Social Sciences plans, organizes, controls, and provides administrative direction and oversight for all operations, activities, programs, and services of the Humanities and Social Sciences Division; oversees division-wide educational planning and program development in accordance with missions, goals, and objectives of the College and division; coordinates assigned academic programs with other College divisions, departments, officials, outside agencies, and the public; fosters cooperative working relationships among College divisions and departments and with various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Instruction in areas of expertise. This position is an overtime-exempt supervisory classification.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President, Instruction. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This is a Dean classification that oversees, controls, and directs all academic departments, programs, and activities of the Humanities and Social Sciences Division, including short- and long-term educational planning and development, and administration of division policies, procedures, and programs. This class provides assistance to the Vice President, Instruction in a variety of administrative, management, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and College functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the division with those of other divisions, departments, and outside agencies and managing and overseeing the complex and varied functions of the division. The incumbent is accountable for accomplishing division planning, and the development of goals and objectives that further College goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Assumes full management responsibility for all Humanities and Social Sciences academic functions, programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the division; establishes, within College policy, appropriate budget, service, and staffing levels.

- Oversees and is responsible for division-wide educational planning and program development in accordance with missions, goals, and objectives of the College and division; oversees administration and monitoring of assigned division programs and services to ensure compliance with established curriculum and content standards and requirements; develops, analyzes, and implements curriculum standards to meet student needs; oversees development and implementation of new courses, programs, and instructional activities.
- Facilitates effective scheduling and enrollment strategies.
- Collaborates in the development and oversight of restricted-funds projects such as Student Success and Support Program (SSSP), Student Equity, Strong Workforce, Basic Skills, and other state and federal grants.
- Oversees the coordination of communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the Humanities and Social Sciences Division and enhance the educational effectiveness of assigned programs and services.
- Manages, develops, and administers the division's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs division personnel; evaluates and reviews work for acceptability and conformance with division standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Oversees the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and College needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Conducts faculty review, including four-year probationary evaluation process, class visitations, and administrative evaluations.
- Oversees programs and activities to enhance faculty and administrative understanding of education practices, curriculum standards, and instructional strategies related to Humanities and Social Sciences Division programs and services.
- Oversees and participates in reviewing faculty curriculum and provides technical advice on changes and modifications to curriculum; works with faculty on curriculum development and transfer articulation proposals.
- Oversees and participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; provides technical training to faculty on SLO development and assessment procedures and guidelines; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment for all courses and programs within the division.

- Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning division operations and activities; provides detailed and technical information concerning division programs, services, curriculum, and courses.
- Coordinates division programs, services, and communications between administrators, faculty, staff, other divisions and departments, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of division activities.
- Oversees and participates in conducting a variety of analytical and operational studies regarding division and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
- Ensures mandated reports are submitted according to established timelines.
- Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the Humanities and Social Sciences Division.
- Attends and participates in professional group meetings and various College committees and advisory boards; stays abreast of new trends and innovations related to the area of assignment.
- Directs and facilitates the preparation and maintenance of a variety of records and division files.
- Monitors changes in laws, regulations, and technology that may affect College or division operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Instruction.
- Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
- Provides a working and learning environment that is free from prohibited discrimination, harassment and retaliation (DHR), and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Prevents discrimination and harassment and retaliation against individuals who bring these complaints forward through recognizing and reporting possible incidents to the Director of Equal Employment Opportunity Programs in Human Resources.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives.
- Curriculum standards, requirements, and assessments, and instructional techniques and strategies related to Humanities and Social Sciences programs and services.
- Technical, legal, financial, and public relations issues associated with the management of College academic functions and programs.
- Effective enrollment strategies.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the division and assigned departments and program areas.
- Provide administrative and professional leadership and direction for the division and the College.
- Identify unproductive inter-personal conflict and design and implement effective interventions.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Use data to inform planning decisions including enrollment, scheduling, faculty recruitment, and resource requests.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of division departments, programs, projects, and administrative activities.
- Conduct effective negotiations and effectively represent the division in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to a Master's degree from a regionally accredited college or university with coursework in any academic discipline and five (5) years increasingly responsible experience involving leadership of instructional programs and services.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and classroom setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff, students, and/or the public in interpreting and enforcing division policies and procedures.