

MT. SAN ANTONIO COLLEGE**Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS******This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**

Position: _____ Dean, Instruction

Department: _____ Office of Instruction

Time (FTE): 1.00 ~~1.04~~ Term (months/year): 12

Work Schedule (Days, Hours): _____ M-F (Hours vary)

Salary Schedule (Range): _____ M21

Background and Rationale (use back of form if additional space is needed): _____ Newly funded position in NRA Phase 13. Position will be responsible for DEISA, Strategic Planning, Outcomes and Assessment, and catalogue/scheduling.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): _____ 17232- 300210-121000-601000-1200 _____ 100 % Amount \$ 225,200
Account Number(s): _____ % Amount \$ -223,838**Funding:** (check all that apply) ☐ General Fund Unrestricted ☐ Restricted Funds ☒ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding**Duration (if grant/temporary funded):** Beginning date: _____ End date: _____**Comments:** _____**Signatures:**

1. Requesting Manager Signature

Date

10/6/21

4. Human Resources Signature

Date

2. Division Vice President Signature

Date

10/6/21

5. Vice President, Human Resources

10/25/21

Date

3. Chief Compliance/Budget Officer Signature

Date

10/18/21☒ Funding available ☐ Funding not available Position Number: MA9943 Contract Number: _____**Comments:** The position was approved by the President's Cabinet on 8/3/21 under NRA Phase 13 to eliminate Asso. Dean Instruction, M-19 MA9958 and create Dean, Instruction M-21 MA9943**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

Date

10.26.21

2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Instruction

[illegible]

2021-22 NEW RESOURCE ALLOCATION REQUESTS - PHASE 13

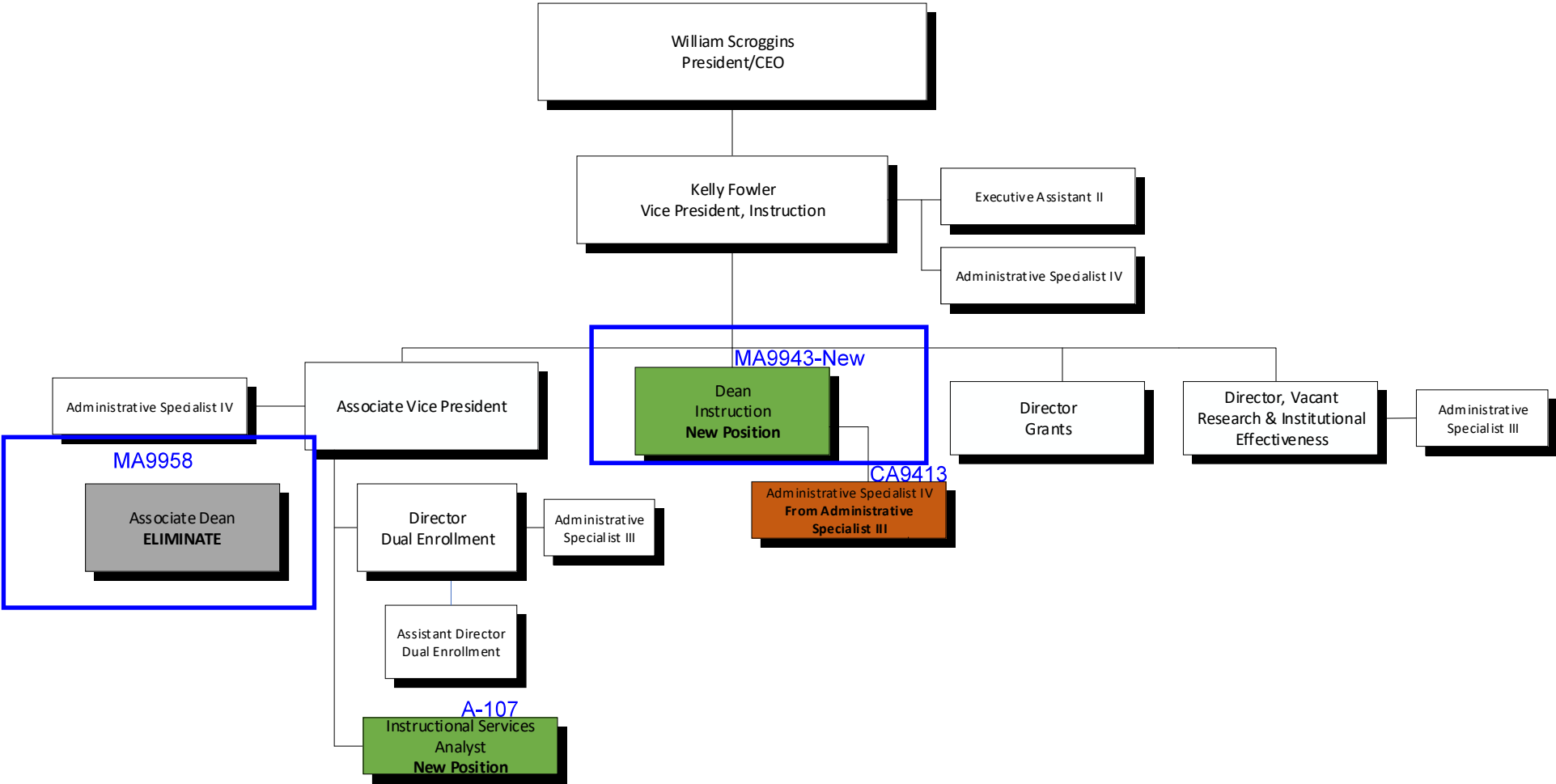
(For requests that have been approved for funding, please provide documentation to support amount requested, such as price quotes from vendor, copy of catalog, etc.)

TEAM: Instruction

To Be Completed By Departments									Required if Budget Approved By President's Cabinet					To Be Completed When President's Cabinet Makes Final Decision			
Priority	Division	Department- Org/Department's Contact Staff	Description	Justification of Need	One-time	Ongoing	Total	PIE	Account Number					Total	Outcome (President's Cabinet Funding Decision)	Funding	Comments
Number							Requested	Page (s)	Fund	Org	Acct	Prog	Actv	Funded		Source	
					\$ -	\$ 224,030.00	\$ 224,030.00	Total					\$ -				

OFFICE OF INSTRUCTION Proposed Organizational Structure

APPROVED
President's Cabinet
July 6, 2021



MT SAN ANTONIO COLLEGE
INSTRUCTION REORGANIZATION
FY 2021-22 SALARY PROJECTION

POSITION NUMBER	FTE	SCH RANGE	TOTAL MONTHS	TITLE	FUND	ACCOUNT PERCENT	TOTAL SALARY	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	FUNDING
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Reclassification of Kim Garcia From Adm Spec III to Adm Spec IV:

CA9413	1.000	UA	81	12	Administrative Specialist III	17231	100.00%	(72,205)	(34,124)	(106,329)	<i>SEAP Funds</i>
CA9413	1.000	UA	88	12	Administrative Specialist IV	17231	100.00%	77,414	35,796	113,210	<i>SEAP Funds</i>
Cost Increase for Reclassification							5,209	1,672	6,881		

Elimination Associate Dean, Instruction and Creation of New Dean Instruction:

MA9958	1.000	MN	19	12	Associate Dean, Instruction	17232	100.00%	(171,158)	(39,903)	(211,061)	<i>SEAP Funds</i>
	1.000	MN	21	12	Dean, Instruction	17232	100.00%	173,400	50,438	223,838	<i>SEAP Funds</i>
Additional Cost for New Dean Instruction							2,242	10,535	12,777		

Create New Instructional Services Analyst:

	1.000	UA	107	12	Instructional Services Analyst		100.00%	78,058	42,467	120,525	<i>Unrestricted General Fund - Recommended</i>
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SUMMARY:

Increase to SEAP for Reclass to Adm IV and New Dean Instruction								7,451	12,207	19,658	<i>Restricted Fund</i>
Increase to the Unrestricted Fund for New Instructional Services Analyst								78,058	42,467	120,525	<i>Unrestricted General Fund - Recommended</i>
Total Cost of Reorganization for the Instruction Office								\$85,509	\$54,674	\$140,183	

Notes:

The budget calculations have been prepared by Fiscal Services and can be used for President's Cabinet to make decisions on the funding sources.

DEAN, INSTRUCTION

DEFINITION

Under administrative direction of the Vice President, Instruction and the Associate Vice President, Instruction, plans, organizes, and implements in providing administrative direction and support for functions of the Office of Instruction, including, but not limited to, enrollment management, strategic planning Guided Pathways for Success, DEISA (diversity, equity, inclusion, social justice, and anti-racism), schedule development and oversight, curriculum including the College catalog, program review, outcomes and assessment; oversees planning and implementation in accordance with the missions, vision, goals, and objectives of the College; coordinates assigned projects 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; receives direction and provides highly responsible and complex professional assistance to the Vice President, Instruction and Associate Vice President, Instruction in areas of expertise.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned manager. Exercises general direction and supervision over 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 programs and services of the Office of Instruction, including planning and program development, and administration of departmental policies, procedures, and programs. This class provides assistance to the Associate 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 department with those of other divisions, departments, and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning, goals, and objectives and for furthering College goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Accepts direction for all Office of Instruction functions, programs, services, and activities, related to enrollment management, strategic planning; Guided Pathways to Success, DEISA, schedule development and oversight, curriculum, program review, and outcomes and assessment.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within College policy, appropriate budget, service, and staffing levels.
3. Collaborates to plan, facilitate, and implement research and professional development action plans, strategies, and professional development activities regarding enrollment management, strategic planning, Guided Pathways, DEISA, schedule development and oversight, curriculum, program review, outcomes and assessment.
4. Oversees and is responsible for department-wide planning and program development in accordance with missions, goals, and objectives of the College and department; oversees administration and monitoring of assigned department programs and services to ensure compliance with established standards and requirements; develops, analyzes, and implements programs and services to meet student needs; oversees development and implementation of new programs, services, and activities.
5. Oversees the coordination of communications, personnel, resources, schedules, and information to meet the needs of the Office of Instruction and enhance the effectiveness of assigned programs and services.

6. Manages, develops, and administers the department's annual budget, as assigned; 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.
7. Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department 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.
8. Oversees the overall quality of the department'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; directs and facilitates the preparation and maintenance of a variety of records and departmental files.
9. Collaborates with the Academic Senate in the development and implementation of courses, academic programs, schedules of classes, and College-wide instructional initiatives.
10. Coordinates and participates in the preparation, development, design, composition, and dissemination of class schedules, catalogs, and a variety of promotional and informational publications and materials.
11. Provides consultation and technical expertise to division vice presidents, deans, administrators, faculty, staff, outside agencies, and others concerning department operations and activities; provides detailed and technical information concerning department programs and services.
12. Coordinates department programs, services, and communications between administrators, faculty, staff, other departments and divisions, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of department activities.
13. Oversees and participates in conducting a variety of analytical and operational studies regarding departmental and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
14. Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the Office of Instruction; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Associate Vice President, Instruction.
15. 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.
16. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
17. 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 Human Resources.
18. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, and anti-racist academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
3. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of instructional services programs, services, plans, strategies, processes, systems, projects, goals, and objectives related to enrollment management, strategic planning, Guided Pathways to Success, DEISA, schedule development and oversight, curriculum, program review, outcomes and assessment.

5. Technical, legal, financial, and public relations issues associated with the management of College instructional services and programs.
6. Development and implementation of curriculum and curriculum mandates.
7. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
8. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
9. Modern office practices, methods, and computer equipment and applications.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, and anti-racism in recruitment and retention of faculty and staff.
2. Articulate and communicate the College's vision and commitment to creating equity, diversity, inclusion, and anti-racism in the academic and work environment.
3. Create and execute resources and programming towards the goal of being diverse, equitable, inclusive, and anti-racist in the academic and work environment.
4. Develop, implement, and communicate goals, objectives, policies, procedures, work standards, and internal controls for the departments and assigned program areas, related to enrollment management, strategic planning, Guided Pathways to Success, DEISA, schedule development and oversight, curriculum, program review, and outcomes and assessment.
5. Provide administrative and professional leadership and direction for the department and the College.
6. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
7. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
8. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
9. Select, motivate, and evaluate the work of staff and train staff in work procedures.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. Effectively administer a variety of department programs, projects, and administrative activities.
12. Conduct effective negotiations and effectively represent the department in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
13. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
14. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
15. Establish and maintain a variety of filing, record keeping, and tracking systems.
16. 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.
17. Effectively communicate in person, over the telephone, and in writing.
18. Understand scope of authority in making independent decisions.
19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
21. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

Education and Experience:

Master's degree from a regionally accredited college or university with major coursework in any academic discipline, and three (3) years of increasingly responsible experience involving leadership of instructional services or related programs.

Preferred Qualifications:

1. Previous experience with curriculum development and innovation; design and implementation of planning, research and assessment activities; utilization of enrollment management in schedule planning and analysis.
2. Previous experience with accreditation processes, including development of self-study evidence collection and organization, and related reports.
3. General understanding of various facets of information technology and knowledge management support systems and Student Learning Outcome design, development, implementation, and assessment.
4. Demonstrated support for faculty and staff professional development.
5. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, preferably in a minority serving institution such as a Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.
6. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, preferably a minority serving institution such as a Hispanic Serving Institution and Asian American Native American Pacific Islander Serving Institution.

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

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. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

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