

## **EXECUTIVE DEAN, INSTRUCTIONAL SERVICES**

### **OVERVIEW**

Under administrative direction of the Vice President of Instruction, plans, organizes, controls, and provides administrative direction and oversight for all operations and support functions of the Instructional Services Department, including credit and non-credit instructional programs and services. Provides leadership and oversight for development, implementation and analysis of enrollment management strategies, initiatives and efficiencies. Oversees department-wide planning and program development in accordance with mission, goals, and objectives of the District and department. Provides direct support to and coordination among other managers in the Instructional Services Department. Exercises general direction and supervision over professional, technical, and administrative support staff through subordinate levels of management and supervision. Coordinates assigned programs with other District divisions, departments, officials, outside agencies, and the public. Fosters cooperative working relationships among District divisions and departments and with various public and private groups. Provides highly responsible and complex professional assistance to the Vice President of Instruction in areas of expertise and performs related work as required. Serves as a member of the Instruction Team and coordinates and directs communication, information, resources, and personnel to meet the Instructional needs of the college and enhance the effectiveness of academic programs.

The Executive Dean position oversees, controls, and directs programs and services of the Instructional Services Department, including short- and long-term planning and program development, enrollment management and administration of departmental policies, procedures, and programs. This position provides direct assistance to the Vice President of Instruction in a variety of administrative, management, analytical, and liaison capacities. Responsibilities include developing, implementing and analyzing enrollment management strategies, coordinating activities of the department with those of other divisions, departments, and outside agencies, and managing and overseeing the complex and varied functions of the Instructional division. The incumbent is accountable for accomplishing Instructional division planning, goals, and objectives and for furthering District goals and objectives within general policy guidelines.

### **DUTIES AND RESPONSIBILITIES (Illustrative Only)**

- Plan, organize, control and direct instructional support functions to assist the Vice President in planning, development, and implementation of college processes and Instruction Office support services.
- Directly represent the Vice President of Instruction as assigned.
- Provide administrative leadership and oversight for implementation of enrollment management strategies/initiative/efficiencies. Facilitate development of college FTES and other targets based on financial and enrollment goals.
- Promote effectiveness, efficiency, cooperation, coordination, and communication among departments and all constituencies within the Instruction Team.

- Develop, disseminate and interpret analytical information related to programs, services, and processes and analytics supportive of educational planning, student learning outcomes, enrollment trends, accreditation, and required internal and state/federal external reports and provide and/or oversee training in these areas.
- Assess, develop, implement and, evaluate strategies to monitor and improve the quality of educational services. Coordinate the preparation, development, design, composition and dissemination of class schedules, catalogs and a variety of other promotional and informational publications and materials.
- Serve as liaison between the Instruction Office and other College departments and teams to resolve instructional issues in a timely manner.
- Provide leadership on designated college committees and task force groups in addressing issues of importance to the college.
- Assist in ensuring that instructional programs and services comply with established College, State, and Federal standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Facilitate and enhance governance processes/relationships. Understand and support the role of faculty in participatory governance as delineated in Education Code and Title 5.
- Collaborate closely with the Academic Senate in reviewing and monitoring curriculum for instructional programs and courses to assure compliance with established curriculum standards and Education Code requirements. Provide program analysis, assist in program development, and plan for curriculum additions, modifications, and deletions.
- Work effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to the community and students.
- Maintain current knowledge of new developments and innovations in community colleges and higher education in general; recommend changes to maintain relevance of programs and services to meet student and community needs. Plan, implement, and evaluate change with appropriate consultation. Foster a culture of evidence in support of decision making processes.
- Supervise and evaluate the performance of assigned classified staff; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate staff work assignments and schedules, and review work to assure compliance with established standards, requirements, and procedures.
- Provide consultation and technical expertise to staff, faculty, administrators and others concerning College operations and activities; respond to inquiries and provide detailed and technical information concerning College programs, departments, services, curriculum, courses and related matters; assure proper and timely resolution of student, staff, faculty, and administrative issues, complaints, and conflicts.
- Develop and prepare the annual preliminary budget for assigned categorical programs; monitor and analyze operations, activities, programs and courses to determine educational and financial effectiveness and operational efficiency; periodically analyze and review budgetary and financial data; control and authorize expenditures related to these categorical program activities.

- Direct the preparation and maintenance of a variety of records including annual program review, enrollment management, and curriculum; assure that mandated reports are submitted appropriately according to established timelines.
- Provide technical information and assistance to the Vice President of Instruction regarding instructional services, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.
- Provide technical guidance and direction for collective bargaining activities as assigned by the position; participate in negotiations with unions and management; maintain confidentiality regarding issues related to negotiations and collective bargaining issues.
- Attend and conduct various meetings as assigned; serve as a member of the Instruction Team; attend and participate in various advisory boards and committees; prepare and deliver oral presentations concerning College programs, courses, services, needs and issues.
- Operate a variety of office equipment including a computer and assigned software.
- Assume leadership and additional duties within the Division and College as needed.

## **QUALIFICATIONS**

### **Knowledge of:**

- Successful performance of the work requires knowledge of education policy, and functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas.
- College, State and federal standards and requirements governing academic programs
- Instructional techniques and strategies related to assigned instructional departments and courses; Student Learning Outcomes assessment best practices
- Principles and practices of effective administration, supervision, evaluation, and training
- Principles, practices, procedures and techniques involved in the development and implementation of curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives
- 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.
- Technical, legal, financial, and public relations issues associated with the management of instructional services and programs.
- 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.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.
- 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.

**Ability to:**

- Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity
- Analyze situations accurately and adopt an effective course of action; plan-prioritize, and organize work; meet schedules and timelines
- Make independent decisions within legal and general policy and regulatory guidelines
- Identify resources and develop grant or special project applications in partnership with Grant's Office
- Plan, organize, coordinate, evaluate and direct college-wide instructional operations, activities, programs, and services
- Coordinate and direct communications, educational planning activities, program development functions, courses, curriculum and information to meet College and student needs and enhance the educational effectiveness of the College
- Supervise and evaluate the performance of assigned faculty and classified staff
- Direct and participate in the development, analysis, and implementation of College programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives
- Recommend course amendments and curriculum changes as appropriate
- Assure proper and timely resolution of student, staff, faculty, department, program and related issues, complaints and conflicts
- Provide consultation and technical expertise concerning college operations and activities
- Communicate effectively, both orally and in writing
- Direct the maintenance of a variety of reports, records and files related to assigned activities; prepare comprehensive narrative and statistical reports
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the departments and assigned program areas.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- 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.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

- Conduct effective negotiations and effectively represent the department 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.
- 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.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## **QUALIFICATIONS**

### **Education and Experience:**

- Equivalent to a Master's degree from a regionally accredited college or university with major coursework in any academic discipline
- Five (5) years of increasingly responsible experience involving leadership of instructional services or related programs

### **Licenses and Certifications:**

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

### **Desirable Qualifications:**

- Direct oversight and supervision of an instructional division
- A minimum of five (5) years as an instructor at the college level
- 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
- Previous experience with accreditation processes, including development of self-study, evidence collection and organization, and related reports
- General understanding of various facets of information technology and knowledge management support systems and Student Learning Outcome design, development, implementation and assessment
- Demonstrated support for faculty and staff professional development

## **PHYSICAL DEMANDS**

This is primarily a sedentary office classification although standing and walking between work areas may be required. Must possess mobility to work in a standard office and classroom setting; operate a motor vehicle and to visit various on and off campus sites; vision to read printed materials and a computer screen; and hearing and speech to

communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment Occasional bending, stooping, kneeling, reaching, pushing, and pulling 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 upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.