

PERALTA COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT JOB DESCRIPTION

DEAN OF ACADEMIC PATHWAYS, WORKFORCE DEVELOPMENT and STUDENT SUCCESS

(Management Salary Range 3)

Job Code: 774

CLASS PURPOSE

Under the direction of the Vice President of Instruction, provide leadership in the planning, development, implementation and evaluation of the division's instructional programs, as assigned. Assure compliance with a variety of applicable laws, rules, regulations and requirements related to community college instruction.

WORK SCHEDULE

This is a full-time, 12-month position. The basic expectation of administrators is a minimum of 40 hours per week and administrators are expected to work during normal business hours of the District unless otherwise approved by his/her supervisor.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Planning, implementation, and coordination of the development of the instructional program
- Lead related efforts to develop and sustain revenue-generating fee/non-fee courses, certificates, and degree programs
- Develop and supervise the division's budget
- Participate in the hiring of faculty and classified staff for the division
- Assign teaching loads of faculty and staff in the division
- Supervise the design of new curricular offerings
- Initiate the class schedule for the division
- Assist in the recruitment of students for the college
- Lead development of student support instructional programs
- Collaborate on grant development and implementation related to students' academic success
- Support student success through dynamic partnerships with the local Workforce Invest Boards, industry partners and college advisory committees, human service agencies, community-based organizations, and the college existing student support services.

Job Description: Dean of Academic Pathways, Workforce Development & Student Success

- Foster innovation through collaboration and best practices
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing office productivity software applications (i.e., work processing, spreadsheet and database management software) including the Internet.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Possession of a Doctoral Degree from an accredited college or university.
- Evidence of a commitment to Participatory Governance.
- Knowledge of state and federal laws, such as Title 5 and Education Code, as well as policies, programs, regulations and services related to student recruitment, admissions, enrollment, retention, financial aid, matriculation, and records management.
- Skill in budget development, maintenance, and reporting related to general fund, grants, and other externally-funded resources.
- Four (4) years of comprehensive and increasingly responsible management experience in instruction, or a related field.
- Two (2) or more years experience as a faculty member at a 2 or 4 year institution of higher education.
- Experience serving as a department/discipline chair or developing an academic program, writing grants, and designing curriculum.
- Skill in oral and written communication, including public speaking and complex reports.
- Skill in training, directing, supervising and evaluating the work of others.
- Proficiency in the use of a variety of computer software and databases and technology related to student and other educational services.
- Effective organizational, communication and public relations skills.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

Job Description: Dean of Academic Pathways, Workforce Development & Student Success

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: N/A