

PERALTA COMMUNITY COLLEGE DISTRICT - August 14, 2012

ACADEMIC MANAGEMENT JOB DESCRIPTION

DEAN OF ACADEMIC AND STUDENT AFFAIRS

(Management Salary Range 3)

Job Code: 768

CLASS PURPOSE

Under the direction of the Executive Vice President-Student Learning, the incumbent plans, organizes and directs assigned Academic and Student Affairs operations, activities, departments and programs; coordinates and directs communications, information, resources and personnel to meet the instructional and student support needs of the College and enhance the educational effectiveness of assigned departments, programs and functions; supervises and evaluates the performance of assigned faculty and classified personnel.

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.

- Plan, organize, and administer the Division of Academic and Student Affairs operations and activities of assigned programs and units.
- Coordinate and direct communications, information, resources and personnel to meet the academic and student affairs needs of the College and enhance the educational effectiveness of assigned departments, programs and functions; establish and maintain related timelines and priorities; assure related activities comply with established College, State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.
- Provide leadership in the development and meaningful assessment of student learning outcomes (SLOs) that leads to the improvement of student learning and services.
- Supervise and evaluate the performance of assigned faculty and classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinates subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; observe faculty progress and performance in the classroom.
- Direct the development and implementation of programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives; coordinate and schedule classes, programs, services and other academic and student affairs activities as directed; assure proper and timely resolution of student, staff, faculty, administrative, department, program and related issues, complaints and conflicts.
- Monitor and analyze assigned operations, activities, departments and programs to determine educational and financial effectiveness and operational efficiency; receive and respond to administrative, faculty, staff and public input concerning academic and student affairs needs;

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direct the development and implementation of standards, programs, policies and procedures to enhance educational and financial effectiveness and operational efficiency.

- Assist faculty with developing and maintaining curriculum standards, enhancing class enrollment and meeting the educational needs and goals of students; coordinate activities and staff development functions to enhance College faculty understanding of curriculum standards and requirements, instructional strategies and related materials.
- Provide consultation and technical expertise to administrators, faculty and others concerning assigned departments, programs, services, operations and activities; respond to inquires, resolve issues and conflicts, and provide detailed and technical information concerning related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, policies and procedures.
- Coordinate communications, programs, services, activities and information between administrators, faculty, department chairs, personnel, outside organizations, students, the public and various local, State and federal agencies; direct the preparation and distribution of correspondence and marketing and informational materials as assigned.
- Request adequate resources and personnel to meet the needs of assigned departments and programs; direct related procurement and purchasing functions; initiate personnel transactions such as hiring activities as appropriate; coordinate and direct activities to assure proper facilities usage and access; assure proper maintenance of department and program facilities as directed.
- Coordinate, develop, implement and conduct training and professional development activities, and orientations concerning assigned academic and student affairs programs and departments as required; prepare and deliver oral presentations concerning related principles, standards, guidelines, requirements, practices, procedures and techniques; prepare and distribute related training materials.
- Develop and prepare the annual preliminary budget for assigned academic and student affairs operations, activities, departments and programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grants and other funding sources as required; prepare related proposals and documents.
- Direct and participate in the preparation and maintenance of a variety of records, reports and files related to departments, programs, services, personnel, students, courses, budgets, financial activity and assigned duties; assure mandated reports are submitted to appropriate local, State or federal agency according to established time lines.
- Maintain and employ current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to assigned departments, programs and activities; modify programs, instructional and student support activities, policies and procedures to meet State and federal requirements as needed.
- Provide technical information and assistance to the Executive Vice President-Student Learning regarding academic and student affairs programs, services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

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- Translate the college to the community and the community to the college by assisting in the development of strategies and activities that build stronger ties with the entire Laney College service area.
- Operate a variety of office equipment including a computer, assigned software and SMART classroom technologies.
- Represent the College locally, regionally, statewide and nationally at conferences, seminars and special events as assigned; coordinate, attend and conduct various meetings and committees; present materials and information concerning assigned departments, programs and functions. Travel to off-campus locations for meetings, occasionally outside the normal working hours.
- 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 administrative assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word 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

- Seven years of increasingly responsible experience working with instructional or student support programs.
- Leadership experience with academic and student services processes and operations
- Two or more years of increasingly responsible experience related to the assignment
- Experience teaching in a community college environment
- Passion for student-centered education
- Demonstrated ability to work constructively with faculty, administration, classified personnel, students and the public
- Collaborative and visionary leadership skills with the ability to encourage improvement and to inspire her/his colleagues
- Experience with budget philosophy and effective practice, especially in a difficult state budget environment
- Demonstrated ability to create and maintain high staff morale to achieve consensus while demonstrating sensitivity to the understanding of the college's diverse populations of students and staff
- Demonstrated commitment to the continued improvement of teaching and learning

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- Demonstrated ability to exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution and problem solving.
- Demonstrated commitment to participatory approaches to governance

ENVIRONMENTAL DEMANDS

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

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: 5-23-13