

JOB TITLE: Associate Dean, Business & Technology

PAY GRADE: In accordance with the Educational Administrator Salary Schedule

LAST REVISED: December 2021

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Sierra College has committed to foundationally re-engineer its programs and services using Guided Pathways to increase student achievement, ensure student equity, and effect timely goal completion. Under administrative direction of the Dean or Vice President of Instruction, this position serves as a member of the District's management team to provide leadership in matters relating to the administration of assigned programs within Business and Technology and to do related work as required.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Associate Dean, Business & Technology must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds, including persons with disabilities, various gender identities, and sexual orientations; individuals from historically underrepresented communities; and other historically underserved groups. The person in this position has a responsibility to ensure that the District provides an inclusive educational and employment environment focused on strategies for success as well as proactive, student-centered practices and policies committed to eliminating equity gaps and ensuring equitable outcomes for all.

REPRESENTATIVE FUNCTIONS:

- Anticipate Division's staffing needs and take action to meet needs as feasible and appropriate
- Orient, train, assign, schedule and supervise Division faculty members and classified support staff members
- Assure that applicable Division and/or District and/or external agency regulations and policies are adhered to and applied correctly by Division staff members
- Interview, screen applications, participate on selection committees, and recommend candidates for hire or promotion in accordance with established District hiring processes and practices
- Assist in assigning substitutes for faculty as needed
- Supervise Division staff and office operations
- Set work schedules for the Division's classified support staff to maximize office coverage, conduct staff meetings on a regular basis to develop work plans/schedules and resolve issues and problems
- Assist Division staff and students to resolve problems effectively
- Assist Division staff members to solve problems, clarify issues surrounding their efforts to assist students and to understand their role and contributions to Division outputs
- Maintain work unit standards for service efforts and other quality control measures and facilitate improvements in quality of staff efforts
- Administer and supervise Division operations at District extension sites, as assigned; provide direction for Division research and planning functions
- Monitor the faculty evaluation process and evaluate work performance of Division faculty members, classified support staff, and temporary help staff in accordance with established District policies

and procedures, including classroom visitations and administering student surveys in classes of faculty being evaluated

- Plan Division staff development efforts, establishing Division's staff development needs collaboratively with Division staff to specifically address staff evaluation outcomes; maintain regular Division in-service days for planning and staff development activities
- Assist in administration of the District's collective bargaining agreements as appropriate; participate in District shared governance activities as appropriate
- Develop strategies and activities to establish and further diversity as a shared vision of the Division staff.
- Assist department chairs, faculty and classified staff with the Program Assessment and Review process
- Facilitate the development of goals and assessment criteria
- Engage staff in review of progress; use planning information to determine resource allocation
- Assist in coordinating computer and other equipment in all Division lecture classrooms, and in all Division laboratories
- Administer capital outlay allocations for Division laboratory and classroom equipment
- Administer divisional records including inventories of equipment and supplies, maintaining supplementary accounting records for audit purposes
- Assist staff in determining appropriate maintenance schedules and facilitate repairs for laboratory and classroom equipment
- Coordinate office facilities for full-time faculty, regular classified staff, and Division office
- Assist in developing and managing the Division budget, including general and discretionary budgets, grant funded projects, part-time hourly staff and other appropriate categories of funds.
- Assist faculty in creating tentative schedule of classes each semester, schedule rooms for classes, resolving any room conflicts with other divisions; resolve faculty loading issues
- Develop final version of class schedule
- Coordinate catalog revisions and final Division input into the catalog
- Assist the Dean in developing, reviewing, revising, and evaluating curriculum to meet the needs, of the students, faculty, community, business and industry
- Assists in designing and implementing curriculum for new technologies; stay current on laws affecting instruction and curriculum standards.
- Communicate with other colleges regarding curriculum, coordinate with the articulation office regarding articulation agreements with other institutions
- Be available to students to communicate with them on academic progress, requirements and standards, their needs, opinions, fears, ideals and ideas;
- Facilitate resolution of complaints among students, faculty, staff; assist students with issues regarding courses, grades, audits, etc.;
- Refer students to appropriate resources for assistance
- Coordinate with other Associate Deans on common assignments
- Participate on shared governance committees, SC₃ training and facilitating
- Represent the college in meetings with community, business and industry members
- Assist in coordination of faculty, staff, and advisory committee meetings: serve as information resource regarding Division programs and services
- Make presentations to community groups; maintain effective relations with regional universities and local K-12 schools
- Maintain currency of knowledge in areas of the Division and assigned projects
- Develop administrative skills and expertise through professional conferences, seminars, workshops, professional journals and other material; maintain /increase proficiency in computer usage
- Promote implementation of new instructional techniques and technologies
- Performs other duties as assigned: specific assignments are subject to change and flexible depending on the needs of the Division and initiatives of the District.

MINIMUM QUALIFICATIONS: *The following describes the education, experience, knowledge, skills, and abilities required to enter the job and successfully perform the assigned duties.*

Education and Experience Guidelines:

Degrees/Experience: A Master's degree in any subject matter field, and, one year of experience related to the duties of the position. Experience in workforce development and/or skilled trades programs considered a plus.

Licenses/Certifications: A valid California driver's license, class "C" or higher.

Knowledge of:

- Laws and regulations pertinent to the administration of instructional programs in California Community Colleges
- Instructional practices and techniques
- Curriculum development and program approval processes
- Personnel management practices and techniques of supervision
- Employment processes; collective bargaining processes; grant funding opportunities and grant writing
- Career and technical business partnerships, student internship and career development
- Accounting and budgeting methods
- Data collection, research and report writing
- Computers and related equipment
- Safety practices

Ability to:

- Supervise faculty and classified staff
- Prepare and manage budgets
- Evaluate work performance of faculty and staff
- Communicate effectively in writing; verbally communicate effectively
- Speak in public; read and comprehend technical and professional journals, textbooks, and other pertinent material
- Set priorities and establish goals and objectives
- Interact effectively with District faculty and staff, a variety of specialized and diversified business and industry partners and the general community
- Organize work and manage time effectively
- Demonstrate integrity and consistency
- Conduct effective meetings; effectively coordinate group work efforts
- Conduct research, interpret data, and report results
- Operate a microcomputer
- Stimulate motivation in the faculty, staff, and students
- Plan and manage in an environment of shared governance
- Inspire and promote socioeconomic and cultural diversity
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents, and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.