

JOB TITLE: Dean, Liberal Arts

PAY GRADE: In accordance with the Educational Administrator Salary Schedule

LAST REVISED: August 2017

*All job descriptions are intended to present a descriptive list of the range of duties performed by employees. They 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 the District's changing business needs/practices.*

SUMMARY DESCRIPTION

Under general administrative direction of the Vice President, Instruction, serves as a member of the District's management team as primary educational administrator to provide leadership in matters relating to the administration of the Liberal Arts Division. The Dean provides administrative leadership and oversight for all instructional programs and services located within the division, including but not limited to the social and behavioral sciences, the fine, applied, and performing arts, Humanities, English, World Languages, ESL, and the division's CTE programs, along with the associated faculty and staff. The Dean provides administrative support to the operations of the Ridley Gallery, the operations of the Advanced Manufacturing Lab, and related work. Additionally, the Liberal Arts Dean provides leadership and partnership in all matters related to the Liberal Arts division with regard to the district's campuses at Roseville, Grass Valley, and Truckee.

REPRESENTATIVE FUNCTIONS

The following functions are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Program Administration

With the college's mission statement as guide assist Division Faculty members with issues of instruction and student learning; assure that Division faculty and support staff conform to District's collective bargaining agreements, mission, policies and procedures, and other applicable policy and regulatory requirements; coordinate staffing and equipment in Division classrooms and laboratories; consult with faculty and staff to determine appropriate oversight and maintenance schedules and repairs for laboratory and classroom equipment; determine appropriate office facilities and equipment for full-time faculty members and classified support staff; assume responsibility for Division files and other records regarding programs and services, instructional faculty, their teaching assignments and loads, program costs, and other information; conduct Division and departmental meetings as appropriate; oversee departmental program reviews and other program evaluation efforts; participate in advisory committee meetings with District instructional, and other staff members from appropriate academic and vocational areas; attend and participate in management team staff development and other activities as appropriate; supervise scheduling of Division classes and class instructors; oversee the preparation of Division changes to the District master schedule, ensure the effectiveness of textbook and other supply ordering; review and approve Division requests for maintenance and repairs on facilities and equipment, and for installation, maintenance and repair of telephone and computer equipment; prepare and submit reports to the Office of Instruction, the Board of Trustees, and external agencies as required; prepare or supervise preparation of Division correspondence, work orders, Board of Trustee meeting agenda items, and other Division written material; oversee preparation of Division's work plans and departmental planning to facilitate District short-term and long-range goals; prepare or assist in preparing District contracts with and/or interact with external agencies having a collegial and/or programmatic relationship with the Division and/or its specific departments; coordinate Division program activities at District extension sites with appropriate managers; attend meetings on behalf of the Division; provide assistance and information regarding Division legal matters; coordinate inter-divisional programs and activities with other divisional deans; coordinate activities with local secondary schools and other community colleges or post-

secondary educational institutions as appropriate; assist students who need substitute courses in degree or certificate requirements, and provide assistance with inquiries such as course challenges, grade changes, repetition of courses, audits, etc.; refer students to appropriate resources for assistance as needed; confer with students who have complaints about Division faculty members, or other staff.

Enrollment Management

Participate with Vice President, Instruction, Division departments, instructional faculty members, Dean's Council, the Dean of Research, the Dean of Student Equity, and the Executive Dean of Student Success, Instruction regarding enrollment management; select short-term and full-term Division classes; prepare analyses of waitlist and enrollment patterns for the Division and Office of Instruction; review enrollment patterns for the Division's specific academic disciplines, adding or deleting classes from the schedule as appropriate based on productivity and other relevant metrics; maintain appropriate Division class sizes within academic disciplines.

Program Development

Assist faculty in the development of new Division programs and special projects and activities; oversee development of new grants and programs relevant to division needs, review and approve or disapprove course offerings for new and/or revised programs of the Division's departments; participate in meetings with staff members of other District organizational units and/or external agency/organization representatives regarding new programs affecting the Division; contract with external agencies/organizations as necessary; prepare and/or review forms regarding new/revised Division programs and submit for approval by Executive Committee and/or Board of Trustees.

Personnel Management / Supervision

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; assign substitutes for faculty as needed; supervise Division staff and office operations; assure 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; provide direction for Division research and planning functions; supervise 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; plan Division staff development efforts, establishing Division's staff development needs collaboratively with Division staff to specifically address staff evaluation outcomes; ensure regular Division in-service days for planning and staff development activities; assist in administration of the District's collective bargaining agreements as appropriate; develop strategies and activities to establish and further diversity as a shared vision of the Division staff.

Budgeting

Develop Division budget, including general and discretionary budgets, and part-time hourly staff; present Division budget to the Assistant Superintendent/ Vice President, Instruction and/or other review committees as necessary; 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; approve requisitions for equipment and materials; monitor budget(s) to ensure proper use of funds.

Curriculum Development Oversight

Assist faculty in facilitation of development and revision of, review, and evaluate curriculum to meet the needs of the students, community, business and industry, consulting with faculty members to ensure maintenance of quality and currency; assist faculty in the design and implementation of curriculum for new technologies; stay current on laws, regulations, policies and standards affecting assigned academic program areas; assure that the Division's departmental curriculum meets established guidelines of the District, the Curriculum Committee, and the California Community Colleges Chancellor's Office (CCCCO); Interface with Articulation Officer and Curriculum Specialist regarding articulation agreements between the District and other educational institutions as appropriate; collaborate with local secondary schools and post-secondary educational institutions regarding "2+2", dual enrollment, and other articulation patterns.

Student, Staff Counseling

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, and staff; assist students with issues regarding courses, grades, audits, petitions, etc.; refer students to appropriate resources for assistance.

Shared Governance

Participate in District shared governance activities as appropriate; Participate in Dean's Council meetings; attend Board of Trustees meetings, and meetings of external agencies/organizations related to shared governance as appropriate.

Professional Development

Maintain currency of knowledge in program areas of the Division; develop administrative skills and expertise through professional conferences, seminars, workshops, professional journals and other material; maintain/increase technological proficiency; promote implementation of new instructional techniques and technologies; participate in staff development activities to enhance personal and professional skills and knowledge.

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:

A Master's degree in any subject matter field, and one year of experience related to the duties of the position.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:

- **Knowledge** of laws and regulations pertinent to the administration of instructional programs in California Community Colleges; instructional practices and techniques; enrollment management practices, curriculum development and program approval processes; personnel management practices and techniques of supervision; employment processes; collective bargaining processes; accounting and budgeting methods; data collection and report writing; computers and related software and equipment as appropriate; safety practices.
- **Ability to** Lead and 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 and reports, 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 computers; stimulate motivate the faculty, staff, and students; plan and manage in an environment of shared governance; inspire and promote socioeconomic and cultural diversity.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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 of time; 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.

NOTE:

1. Salary for this position is established by the Educational Administrator Salary Schedule.
2. Placement on the salary schedule is established at the time of hire.
3. This position is consider exempt from overtime under FLSA (Fair Labor Standards Act).
4. This position is part of the SCMA Bargaining Unit.
5. Classified III, Blood borne Pathogens Exposure Control Program apply to this position.