

**JOB TITLE:** Associate Dean, Liberal Arts

**PAY GRADE:** In accordance with the Educational Administrator Salary Schedule

**LAST REVISED:** May 1997

**DEFINITION**

Under administrative direction of a manager, serves as a member of the District's management team to provide leadership in matters relating to the administration of the Liberal Arts Division, including assisting in the development of class schedules, facilitation of curriculum development, provide assistance to students, faculty, and classified staff, and assist in budget development and planning for the Division, and to do related work as required.

**JOB CHARACTERISTICS**

Responsibilities may include assisting in the supervision and evaluation of assigned Liberal Arts Division faculty members and classified support staff.

**EXAMPLES OF FUNCTIONS AND TASKS****Personnel Management/Supervision - ESSENTIAL:**

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. **PERIPHERAL:** develop strategies and activities to establish and further diversity as a shared vision of the Division staff.

**Facilities Coordination - ESSENTIAL:**

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.

**Budgeting - ESSENTIAL:**

Develop and manage Division budget, including general and discretionary budgets, Student Equity Plan implementation, and part-time hourly staff.

**Class Scheduling - ESSENTIAL:**

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.

**Curriculum Development - ESSENTIAL:**

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.

**PERIPHERAL:** Communicate with other colleges regarding curriculum; coordinate with the articulation office regarding articulation agreements with other institutions.

**Special Projects - ESSENTIAL:**

Under the direction of the vice-president of Educational Programs and Services, work with other divisions to develop special programs such as Weekend College, "Fast Track", and Summer Session.

**Student, Staff Counseling - ESSENTIAL:**

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.

**Shared Governance - ESSENTIAL:**

Participate in Educational Programs & Services Council meetings; coordinate with other Associate Deans on common assignments; participate on shared governance committees, SCCP training and facilitating.

**Community Liaison - ESSENTIAL:**

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 local K-12 schools.

**Professional Development - ESSENTIAL:**

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.

**MINIMUM QUALIFICATIONS****Licenses/Certifications:**

A valid California driver's license, class "C" or higher.

**Degrees/Experience:**

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

**Knowledge of:**

**ESSENTIAL:** 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; accounting and budgeting methods; data collection and report writing, computers and related equipment; safety practices.

**Ability to:**

**ESSENTIAL:** 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, and the 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.

**Physical Suitability Requirements:**

Must be able to function in an office environment engaged in work of primarily a sedentary nature, and to accomplish the following with or without reasonable accommodation: *Almost Constantly:* Sit, to accommodate desk work, utilize vision to read printed material and computer screens; utilize hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment; utilize manual and/or finger dexterity to keyboard and/or utilize mouse to operate microcomputers and other office equipment; stand upright and forward flexing, stoop, lift (from low, level and overhead, (maximum of 50 lbs.), carry (maximum of 50 lbs.), push and pull to move mail, packages, desks and other furniture; maintain cardio-vascular fitness to function effectively in stressful situations. *Occasionally:* Walk, to move about office and campus; utilize manual and/or finger dexterity to drive an automobile to accomplish official travel inside and outside the District.

**Educational Administrator Salary Schedule, Contract Factor 1.4.**

**FLSA Exempt**

**Ineligible Bargaining Unit Status**

**Classification III, Bloodborne Pathogens Exposure Control Program**