

JOB TITLE: Dean of Professional and Organizational Development and Distance Learning

PAY GRADE: Subject to Educational Administrator Salary Schedule

LAST REVISED: December 2021

*Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in each job. 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 business needs, policies or practices.*

OVERVIEW

Sierra College is committed to Guided Pathways to increase student achievement and timely goal completion and to close equity gaps. In that spirit, the Dean is responsible to ensure areas of oversight afford an inclusive educational and employment environment and are focused on equitable outcomes for all. Under the administrative direction of the Vice President, Instruction, and Vice President, Human Resources, the Dean serves as a member of the District's Management team as primary administrator to provide leadership and vision for professional and organizational development (POD) and distance learning (DL) and align POD and DL activities with the District's strategic goals, including increasing student success and eliminating equity gaps. Responsibilities in POD include establishment and maintenance of relationships with district senates and bargaining units to determine professional development and program needs as well as the implementation and development of professional development programs and trainings for all part-time and full-time Sierra College employees. Responsibilities in DL include strategic leadership, direction and guidance for the DL program. Responsibilities will include advocacy for these two major departments and strategic alignment between these areas. This position will supervise staff and be accountable for budget and managerial support across these two departments.

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 Dean must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, various sexual orientations, individuals from historically underrepresented communities and other groups to ensure the District provides strategies for success and pro-active, student-centered practices and policies committed to eliminating equity gaps and promoting a college-going culture.

REPRESENTATIVE FUNCTIONS:

1. Provide a strategic vision, advocacy and leadership for POD and DL with an equity lens.
2. Ensure that POD and DL activities align with and support the District's strategic goals.
3. Supervise, support, and empower staff and faculty who report to POD and DL.
4. Coordinate and oversee annual and long-range planning, evaluation processes, and budgeting for areas of responsibility.
5. Work closely and collaboratively with the DL Manager to provide a strategic equity-minded online education plan through research and data analyses of enrollment issues, trends, and models, designed to support employees and consistent enrollment growth, increased student success, and reduced equity gaps.

Job Description

6. Work closely and collaboratively with the DL manager and other educational administrators to align review and evaluation process related to online instruction and online course development with District initiatives related to scheduling and student success and equity.
7. Work with the District to ensure fair and appropriate compensation for online course development.
8. Maintain currency in and enforce college policies and procedures, as well as collective bargaining agreements, state, and federal regulations related to areas of responsibility.
9. Ensure compliance with state mandated performance measures and utilize data for continual program improvement.
10. Develop and maintain a center for employee professional development.
11. In coordination with the DL Manager and the Faculty Distance Learning Coordinator, plan and provide robust equity-minded faculty training in best practices in teaching in the online and hybrid modalities.
12. In coordination with the Faculty Professional Development Coordinator, provide leadership for and oversight of the District flexible calendar program.
13. In coordination with the Faculty Professional Development Coordinator, the DL Manager and the Faculty Distance Learning Coordinator provide regular reports to vested interest groups (e.g., Academic Senate, Faculty Professional Development Committee, Distance Learning and Instructional Technology Committee, Classified Senate, etc.).
14. Perform professional development needs analysis for faculty, classified staff, and administrators; coordinate with constituent groups and management to identify needs; identify training gaps; propose and develop training, development, and/or related initiatives and solutions; maintain efficacy of training programs.
15. Coordinate, design, develop, and present training for District faculty, staff, and administrators based on determined needs; develop curriculum, lesson plans, user guides, activities, and evaluations, as needed; research and improve professional development delivery options.
16. Coordinate convocation program and other flex week activities with Executive Council and other appropriate committees and staff.
17. Coordinate professional and organizational development in support of Human Resources, health and safety, employee wellness, student equity, student success, etc.
18. Mentor, supervise, and evaluate all relevant employees.
19. Attend local, regional, statewide, and national meetings to maintain professional growth and represent the District.
20. Coordination with Human Resources on District onboarding of new hires.
21. Other duties as assigned.

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 a minimum of one year experience related to the duties of the position.

Desirable Qualification: Master's Degree from an accredited college or university in Professional Development, Organizational Development, Curriculum and Instruction, Human Resources, Personnel Management, Public Administration, Organizational Management, Education or a related field AND work experience in a post-secondary education environment.

Licenses/Certifications: Valid California Driver's License, Class "C" or higher.

Knowledge of:

- Learning management systems and instructional technology;
- Effective culturally-inclusive teaching and learning theories and practices, especially in the online environment;
- Laws and regulations pertinent to the California Community Colleges;
- Personnel management practices and techniques of supervision;
- Employment processes;
- Problem solving and team building techniques;
- Interest based collective bargaining processes;
- Public speaking and presentation skills;
- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, various sexual orientations, individuals from historically underrepresented communities and other groups; and
- Trauma-informed and culturally-responsive practices.

Ability to:

- Utilize an equity framework to provide leadership in creating a vision for professional development and Distance Learning for all campus constituents;
- Lead, support, empower and supervise faculty and classified staff;
- Prepare and manage budgets;
- Evaluate work performance and support the growth of faculty and staff;
- Communicate effectively in writing and verbally;
- Read and analyze 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;
- Organize work and manage time effectively;
- Conduct effective meetings and effectively coordinate group work efforts;
- Conduct research, interpret data, and report results;
- Operate computers;
- Plan and manage in an environment of shared governance;
- 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;
- To interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills;

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.
- **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.
- **Physical:** 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 a 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

Job Description

conversation and to hear sound prompts from equipment; utilize manual and/or finger dexterity to keyboard and/or utilize mouse to operate computers 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; ability to drive an automobile to accomplish official travel inside and outside the District.

NOTE:

Salary for this position is established by the Educational Administrator Salary Schedule.

Placement on the salary schedule is established at the time of hire.

This position is considered exempt from overtime under FLSA (*Fair Labor Standards Act*).

Classification III, Blood borne Pathogens Exposure Control Program apply to this position.