

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Dean, [Division Title] Division	Range: 32 (AC)	Management Schedule
Date Revised:	December 14, 2004	Date Approved:	September 1986

PRIMARY PURPOSE

Under the direction of the Chief Instructional Officer, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of a major multi-disciplinary instructional area (division) within the college.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership in the administration of a major multi-disciplinary instructional area of a community college, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.
2.	Formulates and develops long and short-range goals and strategic plans for the instructional area, including staffing, facilities, curriculum and educational philosophy; assures consistency of plans with other college and District plans.
3.	Develops and implements plans and policies to facilitate, improve and promote the curriculum, programs and services of the instructional area; maintains instructional standards of quality.
4.	Supervises the planning, development and recommendation of new courses; reviews standing courses and recommends the deletion of courses no longer appropriate to the curriculum; maintains current course outlines to accurately reflect the instructional programs, including on-line courses.
5.	Develops and prepares class schedules, room and instructor assignments and class sections to be offered in day, extended day, weekends and intersessions.
6.	Develops and prepares the annual preliminary instructional area budget; monitors and controls budget expenditures; directs the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.
7.	Determines appropriate equipment and supplies for the instructional area in accordance with established policies; submits textbook lists and requests for supplementary materials, audio-visual resources and other instructional resources; monitors and controls inventories.
8.	Conducts outreach activities and serves as a liaison with local high schools and community agencies to promote program enrollment and effectiveness.
9.	Maintains communication with District and college administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate division activities.
10.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
11.	Plans, organizes and arranges appropriate staff development programs and activities for faculty and staff; provides orientation for new employees.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

12.	Organizes, attends or chairs a variety of administrative and staff meetings as required; serves on committees as assigned; provides administrative oversight of special projects or programs as assigned.
13.	Maintains current knowledge of instructional methods and new technologies pertinent to assigned programs; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
14.	Demonstrates sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
15.	Performs related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Dean, [DivisionTitle] Division may participate in the development and administration of external funding sources from grants, corporate sponsorships, and donations.

WORKING RELATIONSHIPS

The Dean, [DivisionTitle] Division maintains frequent contact with college and District administrators, faculty and staff.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Possession of a master's degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assignment.

Desirable Qualifications

Possession of an advanced degree in [discipline] from a regionally accredited institution;

Teaching experience in [instructional area] in an accredited post-secondary institution;

Experience in the management, coordination or leadership of an academic program or service.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of California education code and requirements, including Title 5
Knowledge of research project policies, procedures and practices, including data collection and analysis
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of educational pedagogy and student success strategies applicable for the diverse community college student body
Knowledge of record keeping procedures
Knowledge of budget preparation and maintenance
Knowledge of appropriate software and databases
Ability to interpret, apply and explain laws, regulations, policies and procedures
Ability to assess, analyze, implement and evaluate research project activities
Ability to analyze situations accurately and adopt an effective course of action

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to work independently with little direction
Ability to understand and follow oral and written directions
Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); may require some off-site duties and activities.
