

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Dean, [Division Title] Division	Range: 32 (AC)	Management Schedule
Date Revised:	December 14, 2004; June 27, 2023	Date Approved:	September 1986

### PRIMARY PURPOSE

Under the direction of the appropriate Vice President, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of a major multi-functional area (division) within the college. This position supports the District-wide strategic directions, goals, and core values outlined in the Educational and Facilities Master Plan (EFMP).

### ESSENTIAL FUNCTIONS

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

1.	Provide leadership in the administration of a major multi-functional area of a community college, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.
2.	Formulate and develop long and short-range goals and strategic plans for the instructional area, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other college and District plans.
3.	Develop and implement plans and policies to facilitate, improve and promote the curriculum, programs and services of the instructional area; maintain instructional standards of quality.
4.	Supervise the planning, development and recommendation of new courses; review standing courses and recommend the deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instructional programs, including on-line courses.
5.	Develop and prepare class schedules, room and instructor assignments and class sections to be offered in day, extended day, weekends and intersessions.
6.	Interact with students to address concerns related to division programs, courses, and employees. Respond to student issues relating to student conduct, behavioral intervention, and Title IX.
7.	Develop and prepare the annual preliminary instructional area budget; monitors and controls budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.
8.	Determine appropriate equipment and supplies for the instructional area in accordance with established policies; submit textbook lists and requests for supplementary materials, audio-visual resources and other instructional resources; monitor and control inventories.
9.	Conduct outreach activities and serve as a liaison with local high schools and community agencies to promote program enrollment and effectiveness.
10.	Maintain communication with District and college administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate division activities.
11.	Train, supervise, evaluate and direct the work of personnel as assigned; participates in selection and hiring processes.

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12.	Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide orientation for new employees.
13.	Organize, attend or chair a variety of administrative and staff meetings as required; serve on committees as assigned; provide administrative oversight of special projects or programs as assigned.
14.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.
15.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, and ethnic backgrounds of students.
16.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
17.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
18.	Perform related duties as assigned.

**OTHER FUNCTIONS**

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

**WORKING RELATIONSHIPS**

The Dean, [*Division Title*] 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.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

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

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

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

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

## **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

Ability to plan, organize and prioritize work

Ability to meet schedules and timelines

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

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## **SPECIAL REQUIREMENTS**

None

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## **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.

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