NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Cypress College Fullerton College NOCE NORTH ORANGE CONTINUING EDUCATION

Job Description

Job Title:	Dean, [Division]	Salary Range:	33
Date Revised:	4/2/2026	Date Approved:	6/24/2026

PRIMARY PURPOSE

Under the general direction of an administrator, the Dean provides strategic and operational leadership for a major instructional division of the college. The Dean oversees, plans, and evaluates academic programs, faculty, staff, and resources, ensuring alignment with District-wide goals and initiatives. The Dean advances student success, equity, and innovation through effective curriculum development, enrollment management, and collaboration across departments, colleges, and internal and external partners.

DISTINGUISHING CHARACTERISTICS

The Dean is distinguished from other administrative classifications by its comprehensive oversight of a large, multi-functional instructional division. The Dean requires broad expertise in academic leadership, curriculum management, accreditation, faculty development, and resource allocation.

The Dean operates with significant autonomy, balancing strategic planning, personnel management, fiscal accountability, and compliance responsibilities. The Dean provides division-wide leadership across multiple disciplines, represents the College at District and regional levels, and is accountable for advancing institutional equity, inclusion, and student achievement.

ESSENTIAL FUNCTIONS

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

Academic Leadership and Program Management

1. Provides leadership in the development, implementation, and evaluation of curriculum, instructional programs, and student support services.
2. Oversees course and program review, accreditation processes, and instructional quality initiatives.
3. Manages class scheduling, faculty assignments, and instructional resources to meet enrollment and program goals.
4. Ensures the integration of innovative instructional practices, technology, and online learning.

Student Success and Compliance

5. Addresses student issues, including but not limited to petitions, grade appeals, conduct matters, and Title IX-related concerns.
6. Promotes initiatives that reduce equity gaps and support disproportionately impacted student populations.
7. Ensures compliance with district, state, and federal regulations, accreditation standards, and reporting requirements.

Fiscal and Resource Management

8. Develops, monitors, and manages the division budget to ensure fiscal accountability and alignment with institutional priorities.
9. Oversees procurement, inventory, and maintenance of instructional equipment, supplies, and resources.
10. Secures external funding opportunities through grants, sponsorships, and partnerships, when appropriate.
11. Oversees state and federal programs that contribute to programs within the division.

Personnel Leadership and Development

12. Recruits, hires, trains, supervises, and evaluates administrators, faculty, adjunct instructors, classified staff, hourly employees, special project administrators, professional experts, and volunteers.
13. Leads the tenure review process and adjunct faculty evaluation.
14. Develops and promotes professional development and staff training opportunities.

Strategic Planning, Data Management, and Reporting

15. Develops and implements short-and long-term goals that align with district and college strategic plans.
16. Collects and analyzes data for program review, equity assessments, enrollment management, and resource allocation.
17. Prepares and distributes reports and presentations to executive leadership, the Board of Trustees, and campus stakeholders.
18. Ensures consistency of division goals with college and district-wide strategic initiatives.

Outreach, Collaboration, and Communication

19. Serves as liaison with k–12 districts, universities, community organizations, and industry partners to promote educational pathways and enrollment.
20. Collaborates with faculty, staff, and administrators across the college and district to improve program effectiveness.
21. Represents the division in committees, shared governance bodies, and at community and professional events.
22. Fosters cooperative and collaborative relationships with administrators, faculty, staff, and stakeholders to improve services and resolve conflicts.
23. Communicates effectively with administrators, faculty, staff, and external partners to coordinate program efforts and resolve issues.

Technology and Process Improvement

24. Identifies, assesses, and implements emerging technologies to improve instructional and administrative efficiencies.
25. Ensures division processes support timely, organized, and effective service delivery.

Diversity, Equity, and Inclusion

26. Supports recruitment and retention of diverse employees and students.

27. Participates in district/college efforts to increase the diversity of qualified faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

General

28. Performs other duties that support the overall objective of the position.

WORKING RELATIONSHIPS

The incumbent engages and maintains contact with various district administrators, managers, faculty, staff, students, vendors, government agencies and organizations, higher education partners, the California State Chancellor's Office, and the public.

MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree from a regionally accredited institution in a related discipline; **AND**
- Four (4) years of formal training, internship, or leadership experience reasonably related to the assignment; or work experience directly related to the position;
- **Or,** any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- 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

- Advanced Degree in a related discipline.
- Teaching experience in [*instructional area*] a higher education environment.
- Administrative or leadership experience in academic programs or services.
- Management experience in postsecondary education or continuing education.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge and understanding of district, college, division, department, and/or program organizations, operations, policies, procedures, rules, laws, regulations, goals, and objectives related to the area of assignment.
- Knowledge of and familiarity with the California Education Code, Title 5, and other applicable laws and regulations related to the area of assignment.
- Knowledge of curriculum development, accreditation, instructional methods, and student success strategies.

- Knowledge of educational pedagogy and student success strategies.
- Knowledge of accreditation standards.
- Knowledge of collective bargaining agreements.
- Knowledge of research project policies, procedures, and best practices, including data collection, analysis and reporting.
- Knowledge of budget preparation, maintenance and reporting.
- Knowledge and understanding of student services operations, including student advising, retention strategies, and support services.
- Knowledge of career pathway strategies, career education, work-based learning, articulation, transfer, and credit for prior learning.
- Knowledge of federal and state regulations related to student services, such as FERPA.
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.

Skills:

- Leadership, planning, accreditation, student success strategies, and collective bargaining agreements.
- Curriculum design, instructional methods, and student success strategies.
- Program administration.
- Accreditation reporting and compliance.
- Student learning outcomes related to the area of assignment.
- Strategic planning and leadership skills.
- Project management.
- Advanced level critical thinking, listening, problem-solving, decision making, and analytical skills.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to work independently and collaboratively within a team environment.
- Ability to build consensus while performing assigned duties.

- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to interpret and apply complex policies, regulations, and collective bargaining agreements.
- Ability to manage complex budgets, facilities, and instructional resources effectively.
- Ability to conduct research projects, evaluate alternatives, and make sound recommendations.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to plan, organize, and prioritize workload to meet schedules and timelines.
- Ability to supervise, train, and evaluate assigned management, faculty, and staff.
- Ability to communicate effectively, both verbally and in writing.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.
- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a 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.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed.

Mental Demands:
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The incumbent works under typical office conditions, and the noise level is usually quiet.

Working Conditions:
Work is performed primarily indoors where minimal safety considerations exist. The incumbent may be subject to constant interruptions and frequent interaction with District and college personnel and the public. Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.

NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.