

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Associate Dean, [Division]	Range: 29 (AC)	Management Schedule
Date Revised:		Date Approved:	May 14, 2019

PRIMARY PURPOSE

Under the direction of the Dean, [Division], and the Vice President of Instruction, this position will assist with the development, oversight, and operations of the assigned division and its academic programs. The Associate Dean will perform a variety of administrative and supervisory duties related to the functions and activities of a major multi-disciplinary instructional area (division) within the college. The Associate Dean will provide leadership in division-wide efforts to develop and implement programs and services that foster students' academic success.

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-disciplinary instructional area of a community college, including resource development, grant administration, personnel management, evaluation of full-time faculty and other assigned staff, course scheduling, curriculum, grievance administration, and student complaints in accordance with laws, regulations, District policy and collective bargaining agreements.
2.	Responsible for design, development, and implementation of long and short-range goals, strategic plans, and program review for staffing, facilities, construction, budget, curriculum, and the educational master plan; assure consistency of plans with other college and District plans.
3.	Work directly with the faculty and staff to support the efforts of the division in the development, maintenance, program review of academic programs, curriculum, schedules, and course offerings.
4.	Address student petitions, complaints, grade appeals, and requests in accordance with the District policies. Responsible for determining course equivalencies, substitutions, and prerequisite challenges. Respond to student issues relating to student conduct, behavioral intervention, and Title IX.
5.	Support the faculty, division, and Dean in the planning, development, review, and addition and deletion of new and existing courses, including online courses; ensure the accuracy and availability of current course outlines, as well as catalog and schedule information.
6.	Direct the development and preparation of class schedules, room and instructor assignments and class sections to be offered in day, evening, extended day, weekends and intersessions; coordinate course additions or the cancellation process.
7.	Responsible for the development and preparation of the annual preliminary instructional division budgets; monitor and control budget expenditures; prepare and maintain detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.
8.	Responsible for determining appropriate equipment and supplies for the instructional division in accordance with established policies; facilitate textbook ordering in collaboration with the faculty and submit requests for supplementary materials, technology resources and other instructional resources; monitor and control inventories.

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9.	Contribute to the overall quality of the division's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; request and evaluate data to identify opportunities for improvement; direct and implement change.
10.	Direct outreach activities and serve as a liaison with local high schools and community agencies to promote dual enrollment, program enrollment, and effective recruitment and retention strategies.
11.	Collaborate with the Dean, the Vice President of Instruction, and other appropriate groups to set metrics and collect, analyze, recommend, and disseminate institutional qualitative and quantitative data to measure the progress of student equity and student learning-focused efforts.
12.	Direct department programs, services, and communications between administrators, faculty, and staff, other departments and divisions, external agencies, students, and the public; establish and maintain partnerships in support of instructional division activities.
13.	Responsible for training, mentoring, supervising, and evaluating personnel; determine staffing structure and participate in the selection and hiring of faculty and staff; responsible for the tenure review process and tenure review committee; direct the adjunct faculty evaluation process.
14.	Work cooperatively with faculty, staff, and other divisions to coordinate programs and services to meet student needs and to resolve conflicts and issues within the division.
15.	Perform program management responsibilities and support appropriate staff development activities for faculty and staff; support the Dean in providing orientation for new employees.
16.	Responsible for enrollment management, dual enrollment, accreditation and certification requirements; support the student learning outcomes assessment process for continuous improvement in evaluating quality of instruction and instructional programs.
17.	Foster an instructional culture that relies on data-driven decision-making in the development and ongoing improvement of student success measures.
18.	Act in the absence of the Dean to provide administrative oversight of division projects or programs, as assigned; represent the Dean in division, administrative, and staff meetings as required; serve on district-wide committees as assigned, such as equivalency, job measurement, and negotiations.
19.	Maintain current knowledge of instructional methods and new technologies pertinent to assigned division programs; support student success initiatives to improve rates achievement of certificates, degrees, and transfer; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
20.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
21.	Engage in collaboration to foster a culture of inclusiveness and equity-mindedness in support of the District's strategic plan to achieve student success; initiate programs, training sessions, and discussions to create an awareness of and commitment to institutional equity and diversity goals among students, faculty, and staff.

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22.	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.
23.	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.
24.	Perform related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Associate Dean, [DivisionTitle] may support the Dean in the development and administration of projects supported by external funding sources from grants, corporate sponsorships, the college foundation, and other contributions to the college.

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

Minimum Qualifications

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 Master's 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.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

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Effective oral and written communication skills.

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 a shared governance model in an educational setting
Knowledge of California education code and requirements, including Title 5
Knowledge of federal and state laws and regulations, collective bargaining agreements, and grievance processes
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 administer complex budgets in a cost effective manner
Ability to conduct research projects, evaluate alternatives, and make sound recommendations
Ability to analyze situations accurately and adopt an effective course of action
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

A valid California Driver's License

WORKING CONDITIONS

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