GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

JOB TITLE: **Dean** **GRADE 10**
EDUCATIONAL ADMINISTRATOR

DEPARTMENT: **Varies Within the Organization**

JOB PURPOSE:

Under the direction of the assigned manager, plan, organize, and direct the operations of a major instructional or student services division; supervise and evaluate the performance of certificated and classified personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage, evaluate and coordinate academic subject areas and student services in accordance with legal requirements, district policies and sound instructional and student services principles and practices.

Establish overall goals, objectives and plans; initiate and participate in overall program planning; communicate statutes, district and college policies and philosophies to division staff.

Supervise and coordinate assigned curriculum planning and development; utilize available resources to develop new or revised curriculum; evaluate and recommend instructional materials, equipment and facilities.

Communicate and interpret program objectives and offerings to students, staff, faculty, community organizations and others.

Perform the hiring, evaluation and retention of assigned faculty and staff according to statutes and Governing Board policy; plan and coordinate orientation and in-service education for professional development of program faculty and staff.

Prepare faculty teaching assignments and schedules; assign certificated and classified staff to work areas, hours and duties; orient and assist new personnel as needed.

Prepare budgets and submit through appropriate channels for approval; monitor and control assigned program-operating budgets; initiate special fund requests; determine need and priority for capital equipment and materials.

Administer and implement district and college rules, regulations, policies and procedures; assist in implementing contract provisions negotiated by the Governing Board and recognized bargaining units representing employees.

Serve as a member of district, site or other committees and task forces.

Participate in public information activities to promote and publicize total instructional and student services programs; respond to inquiries regarding curriculum or course offerings and services provided.

Prepare catalog material, class schedules and other program information as required; recommend and implement new programs to enhance the college mission and enrollment.

Assure responsiveness of assigned special programs and student services functions to the overall needs of the campus, students, faculty and administrators.

Participate in the search, screen and selection process for contract employees.
Prepare reports and make presentations.

Coordinate and facilitate the resolution of student, instructor and staff conflicts and problems.

Perform related duties as assigned regarding assigned programs as necessary; coordinate programs with business, industry, community organizations and other educational institutions.

EDUCATION AND EXPERIENCE:

Master's degree from an accredited institution; and

Three years of formal training, internship, or leadership experience reasonably related to the administrative assignment.

SPECIAL SKILLS AND REQUIREMENTS:

In-depth knowledge of the Education Code, Title 5 and other administrative regulations and the ability to apply these regulations.

Sensitivity to all facets of the community including the needs of various groups which comprise it.

Ability to successfully delegate, ensure adherence to College and District policies, practices and procedures, hold others responsible yet instill confidence among the faculty and staff.

Ability to exercise academic leadership to advance the College's mission.

Facilitate communication and understanding of perspectives among faculty, staff, and students, within the framework of a multi-college district.

Commitment to the community college concept, including the open door philosophy and a diverse curriculum for a heterogeneous student population.

Ability to participate in the Community College planning process while participating in the achievement of the goals and priorities of the District as a whole.

Ability to work cooperatively and responsively with all segments of the College, District and community at large.

Facilitate communication and understanding, among faculty, staff, students, the community, within the framework of a multi-college district.

Dedication to keeping students informed while seeking their opinions and providing a range of student services.

Commitment to a comprehensive, student-oriented environment that facilitates learning and student development.

Ability to participate in the process, development, and achievement of the college vision, and communicate that to faculty and staff.

Ability to exercise strong, academic leadership to advance the College's mission.

Facilitate communication and understanding of perspectives among faculty, staff, students, and the community.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of the classification.

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Rev. 01/2001
Rev. 05/2016
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