

PREFACE

As we institute campus reorganization, developmental education will likely become one of the most important pathways to success for Hartnell students. An interdisciplinary developmental program will enable learners to acquire competencies that assure success in mainstream college courses, as well as career and life goals.

To understand the scope of developmental education, the Transformation Committee adopted the following definition provided by the National Association of Developmental Education:

Definition of Developmental Education

Developmental education is a field of practice and research within higher education with a theoretical foundation in developmental psychology and learning theory. It promotes the cognitive and affective growth of all postsecondary learners, at all levels of the learning continuum. Developmental education is sensitive and responsive to individual differences and special needs among learners.

Developmental education programs and services commonly address academic preparedness, diagnostic assessment and placement, development of general and discipline-specific learning strategies, and affective barriers to learning.

Developmental education includes, but is not limited to:

- all forms of learning assistance, such as tutoring, mentoring, and supplemental instruction
- personal, academic, and career counseling
- academic advisement
- coursework

This definition guided the work of the Committee as we wrote the initial draft of the job description for the Dean of Developmental Education.

We need your input as we continue to hone this draft and prepare it for approval by the Board of Trustees. Please use this site to share your ideas or concerns. Comments may also be forwarded to Kathy Sproles.

Dean of Developmental Education (Academic Success, Student Success)

Filing Deadline: May 15, 2008

DESCRIPTION

Under the general supervision of the Executive Vice President, this person will directly oversee the design, delivery, and continuous process improvement (at all HC sites and centers) of GED, HEP, basic skills, tutoring, and learning support programs. This dean will be responsible for collaborating with the faculty chairs and AVP's in support of developmental education in ESL, English, Math, and Counseling. This dean will be a singular point of contact for implementing successful strategies such as learning communities, supplemental instruction, individual tutoring, and associated counseling and advisement. Additionally, this dean will track and report data used to guide policy development and improve learning outcomes. This position will assist all faculty to improve student success.

SPECIFIC DUTIES AND RESPONSIBILITIES

Provides support for design, delivery, and continuous improvement of ESL, GED, HEP, basic skills in English and Mathematics, tutoring, and learning support programs in cooperation with the department chairs and AVP's.

Preserves and enables educational opportunity for each postsecondary learner.

Develops in each learner the skills and attitudes for the necessary attainment of academic career and life goals.

Promotes the continued development and application of cognitive and affective learning theory.

Exhibits knowledge of current theories of teaching and learning, including use of technology.

Coordinates the establishment and implementation of division advisory committees; establishes and maintains liaisons with business and community representatives as participants in the planning, development and modification of division curriculum and programs.

Participates in selection, training, orientation, and development of faculty and support staff.

Provides instruction for students with diverse abilities and interests. Demonstrates interpersonal skills that reflect sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of community college students.

Exercises group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving; maintains effective and positive relationships with faculty and staff.

Demonstrates an ability to work productively in an interdisciplinary environment.

Exhibits knowledge of community college administration, operations, and practices.

Prepares written and oral reports in evaluation of student learning and basic skills; coordinate and maintain computerized records on student progress in achieving goals.

Produces data regarding program management and student assessment trends and uses the data to initiate program modifications and improvements

Reflects understanding of and commitment to the mission and philosophy of the California community college system.

Establishes and maintains good community relations and deliver effective public presentations.

Possesses good communication, computer, and problem-solving skills.

Performs other duties as assigned.

REQUIRED QUALIFICATIONS *

A master's degree in education or public administration, or a closely related field

Knowledge of developmental education theory

3 years experience in affective education and at least one year of experience in leadership.

Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and the community at large.

DESIRED QUALIFICATIONS

Experience working in a community college with shared governance

Demonstrated background in diagnostics and assessment

Experience in program development

* Meeting minimum and desired qualifications does not assure any candidate an interview.