

Dean of Developmental Education



Description

The college is seeking a Dean of Developmental Education who is bright and highly energetic with a commitment to servant leadership. Under the general supervision of the Executive Vice President and in cooperation with the department chairs and AVPs, this dean is charged with promoting and delivering programs and services that directly oversee the design and continuous improvement of ESL, GED, HEP, basic skills in English and mathematics, tutoring, and learning support programs. This dean is responsible for implementing successful strategies such as learning communities, bridge programs, supplemental instruction, tutoring, and integrated counseling and advisement. Additionally, this dean is responsible for tracking and reporting data used to guide policy development and improve learning outcomes. This position will assist all faculty to improve student success.

Specific Duties and Responsibilities

1. Develops in each learner the skills and attitudes for the necessary attainment of academic, career, and life goals.
2. Implements current theories of teaching and learning, including use of technology.
3. Coordinates the establishment and implementation of advisory committees; establishes and maintains liaisons with business and community representatives as participants in the planning, development and modification of curriculum and programs.
4. Participates in selection, training, orientation, and development of faculty and support staff.
5. Supports instruction for students with diverse abilities and interests.
6. Responsible for collaboration, consensus building, conflict resolution, and problem solving; maintains effective and positive relationships with faculty and staff.
7. Responsible for supporting an interdisciplinary environment.
8. Responsible for budgets, personnel, and grants.
9. Produces data regarding program management and student assessment and uses the data to initiate program modifications and improvements.
10. Establishes and maintains good community relations and delivers effective public presentations.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: *

1. Master's degree from an accredited institution.
2. Knowledge of developmental education theory, research and practice, including accelerated learning.
3. One year of administrative experience, formal training, internship or leadership
4. Demonstrated effective oral and written communication skills.

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5. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, staff, and the community at large.

DESIRED QUALIFICATIONS:

1. Embrace shared governance principles, recognizing the importance of shared responsibility and fostering open communication among all divisions, programs and services; adhering to principles of trust, team work and collaboration.
2. An earned doctorate.
3. Demonstrated experience in enabling a college to improve student success.
4. Demonstrated background in test and measurements.
5. Experience in program development, grants, and budget management.
6. Experience in hiring, supporting, developing, and evaluating faculty and staff.
7. Ability to communicate with the Spanish Speaking Community.
8. Use of independent judgment in the interpretation and application of rules, regulations, policies and procedures.

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