



<b>Position:</b> Assistant Dean of Academic Affairs	<b>Position Number:</b>
<b>Department/Site:</b> Academic Affairs	<b>FLSA:</b> Exempt - Administrative (Educational Administrator)
<b>Reports to:</b> Dean of Academic Affairs or assigned administrator	<b>Salary Range:</b> VI

## **DEFINITION**

Under administrative direction, plans, organizes, controls, and provides administrative direction and oversight for operations, activities, programs, and services of the assigned academic area; oversees educational planning and curriculum development in accordance with missions, goals, and objectives of the District and assigned area; coordinates assigned academic area, programs, and services with assigned division and other District divisions; fosters cooperative working relationships among division staff, other District divisions, and various public and private groups; provides highly responsible and complex professional assistance to the Dean of Academic Affairs in areas of expertise; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Dean of Academic Affairs. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff.

## **CLASS CHARACTERISTICS**

This is a management classification that oversees, manages, and directs, a major section within an area of academic programs, services, and activities including short- and long-term educational planning and development, and administration of policies, procedures, and programs. This class provides assistance to the Dean of Academic Affairs in a variety of administrative, management, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. The incumbent is accountable for accomplishing area planning, goals, and objectives and for furthering District goals and objectives within general policy and regulatory guidelines. This classification is distinguished from the Dean of Academic Affairs in that the latter has significant authority over and oversight of a broad cluster of academic fields or whole academic units with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines. The Assistant Dean has a similar level of

## **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

*The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.*

- Assumes responsibility for all assigned academic programs, services, and activities.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the assigned area; establishes, within District policy, appropriate budget, service, and staffing levels.
- Oversees and is responsible for educational planning and program development in accordance with missions, goals, and objectives of the District and assigned area; oversees administration and monitoring of assigned programs and services to ensure compliance with established curriculum and content standards and requirements; develops, analyzes, and implements curriculum standards to meet student needs; oversees development and implementation of new courses, programs, and instructional activities.

- Oversees the coordination of communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the assigned area and enhance the educational effectiveness of assigned programs and services.
- Manages and participates in the development of the annual budget for the assigned area of responsibility; participates in identification of and application for external funding sources, including developing industry partnerships; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Represents the Dean of Academic Affairs in his or her absence at college meetings, committees, and other official functions.
- Selects, trains, motivates, and directs area personnel; evaluates and reviews work for acceptability and conformance with District and area standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Establishes and maintains relationships with school district and university officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities; participates in developing strategic plans for academic support by coordinating with other divisions to implement related academic support services.
- Oversees the overall quality of assigned services by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Conducts faculty review, including four-year probationary evaluation process, class visitations, and administrative evaluations.
- Works directly with faculty and staff in the development, implementation, and improvement of assigned programs, curriculum, and schedules.
- Supports instructional deans, faculty, and staff in developing new curricula and in planning and implementing new education and training programs in assigned section; and provides technical advice on changes and modifications to curriculum.
- Oversees and participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; provides technical training to faculty on SLO development and assessment procedures and guidelines; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment for all courses and programs within the area of responsibility.
- Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning area operations and activities; provides detailed and technical information concerning programs, services, curriculum, and courses.
- Coordinates assigned programs, services, and communications between administrators, faculty, staff, other areas and divisions, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of assigned activities.
- Works closely with applicable stakeholders and the Office of Advancement in developing proposals for grant funding and other external resources; administers assigned allocations and grant funding.
- Communicates and networks with leaders in the private and public sector to promote Hartnell College; links and aligns assigned instructional programs with local and regional employers; promotes educational programs through marketing and outreach to businesses.
- Oversees and participates in conducting a variety of analytical and operational studies regarding programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.

- Ensures mandated reports, including accreditation self-study reports, are submitted according to established timelines.
- Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the assigned area of responsibility.
- Attends and participates in professional group meetings and various District committees and advisory boards; stays abreast of new trends and innovations related to the area of assignment; documents and posts activity related to advisory committees.
- Directs and facilitates the preparation and maintenance of a variety of records and files.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean, Academic Affairs.
- Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs related duties as assigned.

**When performing Career and Technical Education services:**

- Works collaboratively with faculty in the development and integration of industry partners' participation in internships, advisory councils, and work-based learning experiences.
- Manages the Carl D. Perkins Career and Technical Education Improvement Act grant activities and other federal, state, and/or private grants consistent with District policy and sound financial management principles.

**QUALIFICATIONS**

**Knowledge of:**

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Principles and practices of enrollment management.
- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Instructional techniques and strategies related to assigned academic programs and services.
- Technical, legal, financial, and public relations issues associated with the management of District academic programs.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, grant writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.

- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, socio-economic, and ethnic groups.

**Ability to:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Effectively administer a variety of programs, projects, and administrative activities as assigned.
- Conduct effective negotiations and effectively represent the area of responsibility in meetings with governmental agencies and various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs
- Understand scope of authority in making independent decisions.

**Education and Experience:**

- A master's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- Three (3) years of formal training, internship, or leadership experience reasonably related to the assignment, and
- Two (2) years of full-time teaching experience.

**Licenses and Certifications:**

- None.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.