

DEAN, DISTANCE EDUCATION AND ACADEMIC SERVICES

JOB SUMMARY

Under the general direction of the area administrator, assumes primary responsibility for professional development (PD) programs and provide leadership in distance education (DE) courses and programs district wide; oversees the District's libraries and learning resource centers; promotes courses/workshops and services, curriculum, and course development and evaluation; and manages grants associated with various areas of Instructional Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Assist with the development of goals and policies for PD and DE; develop new programs and scheduling options based on community and District input; lead in the development of programs within the disciplines assigned; assist with supervision of instructional programs as needed to support the Pathway structure.
2. Direct, coordinate and participate in activities involved in planning, developing, scheduling, organizing, implementing, evaluating, and managing professional development programs.
3. Work in collaboration with other administrators and faculty to develop, schedule, support, and provide professional development for distance education courses.
4. Lead, plan, organize, and direct the operations and activities of the library and assigned learning resources programs and instructional support services, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements, for the areas which may include, but are not limited to, the academic support center, supplemental instruction services, embedded tutoring, and distance education.
5. Develop staffing priorities for assigned areas; participate in the hiring processes for full & part-time faculty, classified professionals, and administrators; supervise, and evaluate full & part-time faculty and classified professionals.
6. Manage the administrative components of Flex reporting as it pertains to individual faculty reporting and compliance reporting to the Chancellor's Office.
7. Manage grants and external funds for career/ CTE programs, instructional material affordability, and distance-education initiatives (budgeting, reporting, ensuring compliance); develop and recommend the instructional/operating budget for assigned areas; monitor and take necessary action regarding instructional expenditures for assigned areas.
8. Promote the implementation of the effective use of technology in the classroom as well as the development and implementation of professional development activities to encourage its implementation.
9. Implement and coordinate the planning and review of the education programs and services for assigned areas; evaluate program needs for equipment, facility, and learning resources; assess and evaluate assigned programs and initiatives using outcomes-based measures.

10. Responsible for developing, implementing, coordinating, and reporting functions for categorically funded programs for the disciplines assigned.
11. Balance multiple competing priorities in developing integrated short and long-term plans for optimal use of district resources.
12. Participate in a variety of committee and staff meetings in support of distance education and professional development programs; represent the college with community groups as appropriate.
13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. State of California and federal regulations regarding the array of disciplines assigned.
2. Adult pedagogy, student learning outcomes theory and practice.
3. Distance learning and their applications to the community college.
4. Staff and Organizational Development strategies.
5. General fund and categorical budgeting processes; financial and statistical record-keeping techniques.
6. Practices of employee supervision, training, evaluation principles, recognition, and progressive discipline.
7. Appropriate organizational and management practices and processes.

Skills in:

N/A

Ability to:

1. Forecast and plan education programs.
2. Read, interpret, apply, and explain laws, guidelines, and regulations.
3. Develop and implement innovative student success programs utilizing alternative funding sources.
4. Develop and maintain accurate records and reports.
5. Effectively communicate in writing and orally.
6. Effectively solve problems.
7. Prepare and deliver oral presentations and training.
8. Work with diverse student, staff, and community populations.
9. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
10. Hand multiple assignments simultaneously and setting priorities based on customer needs.
11. Build and maintain effective professional relationships with internal and external stakeholders.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A Master's degree from an accredited institution in one of the disciplines taught in the district or in education, administration, or a related field; AND
2. Five (5) years of experience in distance learning programs, professional development programs, or related field

3. The five years of experience must include three (3) years of experience in a leadership/supervisory role or coordination of academic departments or programs.

Licenses and Certifications:

Travel will be required for this position between District locations. Incumbent will be responsible for securing transportation to assigned locations.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms; occasionally stoop, bend, kneel, crouch, reach, and twist; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

Office environment with moderate noise levels, controlled temperature conditions, and constant interruptions. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental/district policies and procedures.