

ACADEMIC DIVISION DEAN – LANGUAGE AND COMMUNICATION

DEFINITION:

DISTINGUISHING CHARACTERISTICS:

Provide educational and academic leadership for excellence in teaching and learning within a Learning College philosophy and environment. Direct, manage, supervise and coordinate the programs and activities of the Language and Communication Division in Academic Affairs. Exercise direct supervision over professional, technical and clerical staff. Coordinate assigned activities with other College departments, divisions, and outside agencies. Provide highly responsible and complex administrative support to the Vice President of Academic Affairs and/or Associate Vice President of Academic Affairs.

The Dean is responsible for the following academic programs and services: English, English Learning Center, English as a Second Language, Foreign Languages, Journalism, Speech Communication, and the Basic Skills Initiative.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

Provide educational and academic leadership for faculty and staff in pursuit of excellence in teaching and learning and encourage innovation for continuous improvement within a Learning College philosophy and environment.

Develop and coordinate program and course schedules in response to the needs of students and within the District's enrollment targets funded by the state. Programs and courses are offered at the Fremont Campus, the Newark Campus, the eCampus through online and hybrid courses, area high schools, and at other sites as needed. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.

Manage enrollment to maximize use of faculty loads and space resources, especially general purpose classrooms and labs. Use computer-based enrollment management data and tools for decision making. Experience working within an Enterprise Resource Planning system is desired, preferably with a higher education system such as Datatel Colleague, or a similar system.

Oversee and direct hiring of full time faculty, adjunct faculty, and full and part time staff.

Plan and implement full time faculty and adjunct faculty teaching assignments.

Conduct regular evaluation of full time faculty in accordance with the collective bargaining agreement; and conduct regular evaluation of adjunct faculty in accordance with District

procedure.

Conduct regular evaluation of non-faculty Division staff. Provide or coordinate staff training. Work with employees to correct deficiencies; participate in discipline and termination procedures;

Oversee and facilitate the Program and Services Review process within the Division. Program and Services Review drives institutional planning, integrates with the College Strategic Plan, the Educational Master Plan, the District Facilities Plan, the Technology Plan, and the annual budget planning process. For instructional programs, Program and Services Reviews also integrate student learning outcomes assessment at the course and program levels.

Participate in the development and administration of Division budgets. Direct the forecasting of staffing, equipment, materials, and supplies needs, particularly within the context of college's Program and Services Review process. Direct and monitor approved expenditures and make adjustments as necessary. Coordinate the selection, use and maintenance of equipment and facilities assigned to the division.

Plan, coordinate and assess the Basic Skills Initiative, which provides pre-college preparation in the areas of English, ESL and Math.

Develop and implement student learning outcomes and assessment activities at the program and course levels. Experience with accreditation standards of the Accreditation Commission for Junior and Community Colleges and the Western Association of Schools and Colleges, or similar accreditation group is desired.

Develop and oversee online learning, assuring "effective contact" as defined by state and federal distance education regulations. Experience with a course management system such as Blackboard is desired.

Create and nurture collaborative relationship with faculty, administrators and staff in other Divisions and Departments across the college and act as partner in creating cohesive teams; act ethically in all matters; networks with others; and bridge artificial boundaries between silos in the college organization

Respond to and resolve difficult and sensitive inquires and complaints by students, staff, faculty or the general public. Serve as resource for faculty and staff regarding student behavior and concerns.

Act as a collaborative partner for institutions and agencies in the community such as local businesses, high schools, the Workforce Investment Board, the regional ROP, CSU and UC campuses in the region and nearby private colleges. Provide leadership and oversight for dual enrollment programs with high schools involving Division courses. Lead and participate in the activities of program advisory committees.

Explore external funding sources for Division programs and participate as appropriate in grant writing, contract education, community education, and other resource development efforts.

Assure compliance with local, state, and federal regulations, laws and policies. Knowledge and experience with the California Education Code and related Title 5 Regulations is desirable.

Coordinate the academic division's efforts to recruit and retain students. Coordinate the development, review and revision of divisional publications, publicity, and other community relations activities.

Conduct, prepare, and present a variety of organizational studies, surveys, analyses, staff reports and other necessary correspondence and reports.

Set annual professional goals and engage in continual professional development activities.

Teach courses as assigned.

Perform other related duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Operational characteristics, services and activities of an instructional program; innovation for continuous improvement in teaching and learning; enrollment management tools and data for decision making, preferably within a higher education system such as Datatel Colleague, or a similar system; organizational and management practices as applies to the analysis and evaluation of programs, policies, and operational needs; student learning outcomes and assessment activities at the program and course levels; accreditation standards of the Accreditation Commission for Junior and Community Colleges and the Western Association of Schools and Colleges, or similar accreditation group; development and oversight of online learning and assuring "effective contact" as defined by state and federal distance education regulations; course management systems such as Blackboard; current complex principles and practices of instructional program development and administration; principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; pertinent federal, state, and local laws, codes and regulations including the Education Code; comprehensive knowledge of the assigned discipline; principles and practices of curriculum development and instructional teaching strategies; management principles and practices including understanding of human resources; current trends, research and developments in the assigned areas.

Ability to:

Provide professional leadership and direction for assigned programs; view the goals and

needs of the division within the context of the goals and needs of the college as a whole; development of course schedules for multiples locations; oversight and quality assurance for instructional programs, including online and hybrid delivery; management of enrollment to maximize use of faculty and space resource; learn, interpret and apply District policies and procedures; manage, direct and coordinate the work of assigned staff; select, supervise, train, and evaluate staff; recommend and implement goals, objectives, and practices for providing effective and efficient services; prepare clear and concise administrative and financial reports; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new service delivery methods, procedures and techniques; interpret and apply federal, state, and local policies, procedures, laws and regulations; sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic background of community college personnel and students; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with others.

Other Requirements:

Specified positions must possess a valid California driver's license and have a satisfactory driving record;

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Minimum Qualifications:

Possession of a master's degree; and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Desirable qualifications:

In addition to the minimum qualifications the ideal candidate will have five years of responsible education related experience including two years of teaching experience; preferably in a community college environment. Demonstrated success in the knowledge and ability areas listed below.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

This work is performed primarily indoors in classroom and learning assistance center settings.

Approved April 2012

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