

# ***Instructional Dean – Imperial Valley College***

## ***Full-time, Administrative Position***

### **THE POSITION**

Under the direction of the Vice President for Academic Services, the Instructional Dean plans, organizes, administers, develops, and evaluates programs, projects, and activities of assigned academic departments and programs; provides leadership (and works collegially with) faculty and staff to offer high quality educational services for students; and supervises and evaluates the performance of assigned full-time faculty and part-time faculty, classified staff, and student workers.

### **ESSENTIAL FUNCTIONS**

- Provide effective leadership for program development and program review; analyze program outcomes; and participate in long-range planning for the District.
- Responsible for the development of program and course schedules and enrollment management; set priorities for resource needs; Work with faculty and staff to develop ideas for program sustainability and improvement; maintain relevance of Division programs to meet student and community needs.
- Responsible for the development and management of the division budget and administers financial resources consistent with District policy and sound financial management principles.
- Supervise and evaluate faculty, classified staff, student workers, and auxiliary personnel in accordance with District policies and procedures, collective bargaining contracts, state, and federal regulations;
- Encourage excellence in teaching; arrange for department orientation of new faculty and staff; work with appropriate staff and faculty to develop department/program/division staff development activities; Hold regular department chair and/or division meetings

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Higher education mission, organization, operations, policies and objectives in community colleges.
- Enrollment management and scheduling for student population needs
- Multiple methods of instruction, evaluation methods, curriculum development and instructional management.
- Budget preparation and management.
- Effective interpersonal communication.
- Policies, regulations, goals and objectives of assigned programs and activities.
- Equal Opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diversity.
- Participatory Governance Policy and Procedures.
- Provisions of Collective Bargaining Agreements.

**Ability to:**

- Plan, organize, develop and evaluate the programs, activities and curriculum of academic division to meet student and community needs.
- Develop and monitor a division/department/program course schedule
- Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.
- Develop and manage department/program/division budgets.
- Maintain open communication with faculty and staff.
- Work effectively with students, faculty, and staff from diverse backgrounds and disabilities to promote access and equity.
- Present a positive image of the College in the community.
- Maintain current knowledge of program policies, regulations, requirements and restrictions.
- Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.
- Organize and chair meetings, lead workshops, facilitate group discussions.
- Meet schedules and time lines, organize multiple projects effectively, and carry out required project details throughout the year.
- Train, supervise and evaluate personnel.
- Administer grants and special projects as appropriate.
- Utilize technology and educational tools as appropriate to the administrative duties of the position.
- Mediate and resolve faculty, staff and student problems, complaints and first level grievances according to employee contracts and college policy and procedures.

**EDUCATION AND EXPERIENCE**

The minimum qualifications for this position include the following:

- Possession of a Master's Degree from an accredited institution, in a discipline related to the assigned area.
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.

The preferred qualifications for this position include:

- Possession of a Doctorate Degree
- The equivalent of three (3) years of full-time post-secondary academic experience in at least one discipline area taught in the division preferably in a California Community College.