

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Dean, Instruction and Enrollment Management, Petaluma Campus	Management Team Educational Administrator	Range: 14.5 DEAN II

JOB DESCRIPTION:

Under general direction, has principal managerial responsibility for the delivery of credit and non-credit instruction and instructional support services at the Petaluma Campus and off-campus sites in Southern Sonoma County. Initiates, coordinates, and/or supervises major educational initiatives related to assigned areas. Is responsible for the development, implementation and monitoring of the Petaluma Campus strategic enrollment management plan. The Dean performs other administrative duties on behalf of the Campus operations as assigned by the Vice President/Executive Dean, Petaluma Campus.

SCOPE:

The Dean, Instruction and Enrollment Management, Petaluma Campus, has broad scope in the development, interpretation and implementation of major policies and procedures pertaining to the credit and non-credit instruction and instructional support services of the Petaluma Campus and off-campus sites in Southern Sonoma County, and under the general direction of the Vice President/Executive Dean, Petaluma Campus, has primary responsibility for interpretation and implementation of these policies and procedures, including the selection and evaluation of faculty and classified staff, credit and non-credit instructional program and support services development, scheduling of classes, budget development and monitoring, and coordination of programs with those at the Santa Rosa Campus and other sites.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Develops, implements and monitors progress of the Petaluma Campus strategic enrollment management plan in coordination with other campus deans, and district-wide department chairs, deans, managers, directors, coordinators, and faculty.
2. Responsible for community-based outreach and marketing to targeted populations.
3. Responsible for coordination and management of the Petaluma Campus scheduling unit and supervises associated staff.
4. Serves as primary contact with assigned cluster deans, department chairs, directors, and coordinators.
5. Participates in long-term educational planning and policy development in conjunction with the other academic deans.
6. Supervises the development of credit and non-credit schedule of classes for the Petaluma campus and off-campus sites in Southern Sonoma County, monitors enrollments and faculty loads.
7. Plans for the effective utilization of current facilities under his/her supervision and has primary scheduling responsibilities for new or remodeled facilities in his/her area.

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8. With the Vice President/Executive Dean, Petaluma Campus, supervises the selection and evaluation of faculty assigned to the Petaluma Campus; responsible for hiring and evaluation of classified staff.
9. In conjunction with the Vice President/Executive Dean, Petaluma Campus prepares and manages budgets for the Petaluma Campus and off-campus sites in southern Sonoma County.
10. Receives reviews and facilitates resolution for student, faculty or staff complaints in assigned areas.
11. Serves on standing and ad hoc committees as required.
12. Represents the District in local, regional, and statewide instructional meetings and committees.
13. Provides direction and support for a variety of outreach projects and activities with the Santa Rosa Campus, and local school districts, chambers, business and government agencies.
14. Researches, prepares and administers external grants.
15. Administers contracts for Petaluma Campus.
16. Performs other duties as assigned by the Vice President/Executive Dean, Petaluma Campus.

KNOWLEDGE OF:

1. Strategic enrollment management and planning.
2. Community college curriculum and the promotion and development of instructional programs.
3. Instructional pedagogy.
4. Learning theory and student characteristics.
5. Equal Opportunity Employment, hiring, training and evaluation procedures; local, state, and federal employment regulations.
6. Fiscal management.
7. Collective bargaining practices.
8. Legal and regulatory issues related to the California Community Colleges system including the applicable local, state, and federal laws and regulations governing the delivery and maintenance of credit and non-credit instructional programs and services.
9. Program review, research, planning and evaluation processes.
10. Student learning outcomes.
11. Basic skills research and best practices.
12. Leadership, interpersonal relations, cultural sensitivity, and public relations.
13. Multi-campus structure and organizational methods.

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ABILITY TO:

1. Plan, direct and supervise a wide range of programs and instructional support services at the same time, including the supervision and evaluation of staff.
2. Relate effectively with a wide diversity of students, faculty, staff, and community members.
3. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
4. Communicate clearly, both orally and in writing.
5. Make decisions and perform tasks both independently and in a team setting.
6. Advocate for the District's programs and services.
7. Demonstrate sensitivity to, and respect for, a diverse population.
8. Actively participate in a variety of community organizations and events, advocate for the District's programs and services.

QUALIFICATIONS:

Education:

Master's Degree required or the equivalent, and ability to meet minimum qualifications for a current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment.

Preferred Qualifications:

1. Demonstrated success as a college faculty member.
2. Experience in, or knowledge of, strategic enrollment management planning and integrating technology into general education and vocational curricula.
3. Demonstrated ability to provide administrative leadership in a college culture that values consultation and collaboration.

SUPERVISION RECEIVED:

The Dean, Instruction and Enrollment Management, Petaluma Campus reports to the Vice President/Executive Dean, Petaluma Campus.

SUPERVISION EXERCISED:

The Dean shares the management responsibilities associated with the hiring, evaluation, scheduling, and supervising of faculty with the Deans and Department Chairs of the instructional departments and clusters. The Dean supervises Petaluma Campus faculty, classified support staff, STNC's and student employees.

Board Approved: March 10, 2009