

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Dean, Business and Computer and Information Sciences	Management Team Educational Administrator	Range: 14.5 Days: 224 DEAN II

JOB DESCRIPTION:

Under general direction, has principal administrative responsibility for the instructional cluster of programs and departments under his/her supervision: Applied Graphics, Business Administration, Business Office Technology, Computer & Information Sciences, Consumer & Family Studies, Culinary Arts, Industrial Trade Technology and other assigned and related departments. Additionally, the Dean functions as the primary contact with department chairs, directors, or coordinators with regard to budget, curriculum, schedule, program development, and staffing issues. Initiates, coordinates, and/or supervises major educational initiatives related to the liberal arts and sciences and to vocational programs, such as developmental education, student learning outcomes, and others as identified.

SCOPE:

The Dean, Business and Computer and Information Sciences contributes to the development of policies and procedures pertaining to the instructional program of the District, and under the general direction of the Dean, Occupational Education and Economic Development, has major responsibility for interpretation and implementation of these policies and procedures, including the selection and evaluation of faculty and classified staff, curriculum development, scheduling of classes, and program budget development and monitoring.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Participates in educational planning and policy development in conjunction with the other academic deans.
2. Serves as primary contact with assigned department chairs, directors, and coordinators.
3. Works with assigned departments/programs on curriculum development and review.
4. Works with assigned departments on short and long-term program planning, review and evaluation.
5. Supervises the development of the schedule of classes for his/her cluster; monitors enrollments and faculty loads.
6. Assists with recruitment, selection and evaluation of faculty and classified staff.
7. Evaluates department chairs within the cluster.
8. In consultation with departments within the cluster, prepares and monitors program budgets.
9. Receives, reviews and facilitates resolution for student, faculty or staff complaints.

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10. Serves on standing and ad hoc committees as required.
11. Prepares reports as needed for presentation to the Board of Trustees.
12. Represents the District in local, regional and state-wide instructional meetings and committees.
13. Performs other duties as assigned by the Dean, Occupational Education and Economic Development.

KNOWLEDGE OF:

1. Community college curriculum and the promotion and development of instructional programs.
2. Instructional pedagogy.
3. Learning theory and student characteristics.
4. Affirmative action, hiring, and evaluation procedures.
5. Student services programs.
6. Budget processes.
7. Interpreting and enforcing faculty and classified collective bargaining contracts.
8. Legal and regulatory climate in California community colleges.
9. Program review and evaluation processes.

ABILITY TO:

1. Plan and organize large, complex tasks; supervise the work of staff members.
2. Relate effectively with a wide diversity of students, faculty, and 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. Advocate for the District's programs and services.
6. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Education:

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

Experience:

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

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Preferred Qualifications:

Demonstrated success as a college classroom teacher.

Familiarity with the California Education Code.

Experience or knowledge of occupational and liberal arts education and curriculum development.

SUPERVISION RECEIVED:

The Dean, Business and Computer and Information Sciences reports to the Dean, Occupational Education and Economic Development.

SUPERVISION EXERCISED:

Under the general direction of the Dean, Occupational Education and Economic Development, provides primary supervision for the Business and Computer and Information Sciences cluster. The Dean supervises faculty, classified support staff, STNC's, and student employees within the cluster.

Board Approved: July 16, 2008