

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Dean, Liberal Arts and Sciences	Management Team Educational Administrator	Range: 15.0      Days: 224 DEAN III

**JOB DESCRIPTION:**

Under general direction, is responsible for providing primary administrative direction and oversight for the following major initiatives and operational systems assigned to Academic Affairs: General Education, Developmental Education, Staff Development, and on-line and distance education. Supervises the Liberal Arts and Sciences Dean I's and all General Education and Transfer Programs and Services. 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, Liberal Arts and Sciences has broad scope in the development, interpretation and implementation of major policies and procedures pertaining to his or her area of the instructional program of the District, including the selection and evaluation of faculty, management and classified staff, preparation of faculty assignments, 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 long-term educational planning in conjunction with the other academic deans, with special emphasis in general education, developmental education, and distance education.
2. Serves on the District On-Line Committee and coordinates and supervises the on-line process District-wide.
3. Serves on the Sabbatical Leave Committee and coordinates and supervises the process for ranking sabbatical leaves, approving leaves, and presenting leave reports to the Board of Trustees.
4. Supervises the Coordinator of Staff Development and the Resource Center for Faculty and Staff Development; monitors the District's staff development activities and expenditures. Supervises classified staff.
5. Receives, reviews and facilitates resolution for student, faculty or staff complaints.
6. Serves on standing and ad hoc committees as required.
7. Represents the District in local, regional and state-wide instructional meetings and committees.
8. Prepares reports as needed to the Board of Trustees.

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9. Performs other duties and coordinates major projects as assigned by the Vice President of Academic Affairs/Assistant Superintendent.
10. Works in cooperation with other instructional administrators to provide staff development opportunities.
11. Provides direction and support for a variety of outreach projects and activities.
12. Supervises deans, department chairs, directors, coordinators and classified staff having duties related to Dean, Liberal Arts & Sciences.
13. Supervises and regularly participates in the hiring and evaluation of faculty and classified staff in programs and departments.
14. Conducts liaison with Student, Administrative, and Business Services, as appropriate.
15. Plans for the effective utilization of current facilities under his/her supervision and has primary responsibility for new or remodeled facilities in their area.

### **KNOWLEDGE OF:**

1. Community college curriculum and the promotion and development of instructional programs.
2. Instructional pedagogy.
3. Learning theory and student characteristics.
4. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.
5. Instructional support services including student services programs.
6. Budget processes.
7. Interpreting and enforcing faculty and classified collective bargaining contracts.
8. Principles and techniques of supervision and training.
9. Legal and regulatory climate in California community colleges.
10. Program review and evaluation processes.
11. Professional development issues and principles.
12. Distance education environment, issues, and best practices.

### **ABILITY TO:**

1. Plan, organize, direct and supervise a wide variety of programs at the same time, including supervision of staff.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.

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3. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
4. Communicate clearly, both orally and in writing.
5. Actively participate in a variety of community organizations and events; 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.

#### *Preferred Qualifications:*

1. Demonstrated success as a college classroom teacher.
2. Familiarity with the California Education Code.
3. Experience or knowledge of occupational and liberal arts education and curriculum development.

### **SUPERVISION RECEIVED:**

The Dean, Liberal Arts and Sciences reports to the Vice President, Academic Affairs/Assistant Superintendent.

### **SUPERVISION EXERCISED:**

The Dean, Liberal Arts and Sciences supervises the Liberal Arts and Sciences Dean I's and all General Education and Transfer Programs and Services, faculty, managers, classified support staff, STNC's and student employees. Provides direct supervision of the Staff Development Coordinator, the Resource Center for Staff Development, and the CATE staff.

Board Approved: June 13, 2006