

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Dean, Instruction and Technical Services, Petaluma Campus	Management Team Educational Administrator	Range: 14.0 Days: 224 Dean I

## **JOB DESCRIPTION:**

Under general direction, has principal managerial responsibility for designated instructional programs, the Santa Rosa Junior College Technology Academy, and associated fee-supported courses offered at the Petaluma Campus and associated off-campus locations. Is responsible for the coordination and management of technical services provided to administrative and academic users at the Petaluma Campus and shares responsibility for Petaluma Campus operations.

## **SCOPE:**

The Dean, Instruction and Technical Services, Petaluma Campus working with the appropriate departments is responsible for the management, development, and supervision of designated instructional programs and the SRJC Technology Academy, and associated fee-supported programs at the Petaluma Campus and associated off-campus locations. Is responsible for evaluation and selection of faculty and classified staff, scheduling of classes, budget development and monitoring, and allocation of human and financial resources associated with designated instructional programs at the Petaluma Campus and the SRJC Technology Academy. Coordinates with Computing Services, Academic Computing and Media Services the acquisition, deployment and maintenance of technical services at the Petaluma Campus and associated off-campus locations.

## **KEY DUTIES AND RESPONSIBILITIES:**

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

1. Serves as program manager for the Santa Rosa Junior College Technology Academy.
2. Works collaboratively with appropriate academic departments, Petaluma Campus faculty, and the Dean, Petaluma Campus in the development and monitoring of the schedule of credit classes and non-state funded courses at the Petaluma Campus and SRJC Technology Academy.
3. Responsible for managing facilities associated with instructional programs at the Petaluma Campus and the Santa Rosa Junior College Technology Academy.
4. Assists faculty and the community to develop fee-supported, not-for-credit courses, which respond to community needs and current trends in technology and business. Working with the Director, Community Education, selects courses and instructional staff, sets course fees, and assists in the scheduling of fee-supported, not-for credit courses at the Petaluma Campus and associated off campus locations.
5. Serves as a liaison between campus community and businesses, government agencies, and other educational institutions partnering in Santa Rosa Junior College Technology Academy programs.
6. Responsible for coordination and management of technical services at the Petaluma Campus and supervises associated staff.
7. Develops and administers area budgets and produces reports to meet District and state requirements.

## **DEAN, INSTRUCTION AND TECHNICAL SERVICES, PETALUMA CAMPUS**

---

8. Works closely with the Economic Development Institute to develop and implement fee-supported, non-credit programs where appropriate.
9. Works collaboratively with Academic Computing, faculty and departments on delivery of instructional computing support and development of training programs.
10. Works collaboratively with Media Services on delivery of instructional media support.
11. Assists the Director of Computing Services in short and long term technology planning for the Petaluma Campus.
12. Represents the Petaluma Campus on committees concerned with planning and deployment of technology on the Petaluma Campus.
13. Serves as primary contact with assigned department chairs, directors, and coordinators.
14. Receives, reviews and facilitates resolution for student, faculty or staff complaints related to the instructional programs at the Petaluma Campus and the SRJC Technology Academy.
15. Participates in educational planning and policy development in conjunction with the academic deans and department chairs
16. Works with assigned departments on short- and long-term program planning, review and evaluation.
17. Assists with recruitment, selection and evaluation of faculty and classified staff.
18. Shares responsibility for Petaluma Campus operations.
19. Represents the District in local, regional, and state-wide organizations and functions.
20. Prepares reports as needed for presentation to the Board of Trustees.
21. Performs other duties as assigned by the Dean, Petaluma Campus.

### **KNOWLEDGE OF:**

1. Intensive, competency-based curriculum development.
2. Workforce training and continuing education programs.
3. Adult learning theory and integration of technology to instructional pedagogy.
4. Program planning and evaluation methods.
5. Budget processes.
6. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.
7. Legal and regulatory climate in California community colleges.

## DEAN, INSTRUCTION AND TECHNICAL SERVICES, PETALUMA CAMPUS

---

### **ABILITY TO:**

1. Demonstrate strong planning and organizational skills required to oversee development of specialized curricula and maintain program development and growth.
2. Supervise, evaluate, and motivate staff.
3. Communicate clearly, both orally and in writing.
4. Relate effectively with a wide diversity of students, faculty, staff and community members.
5. Work in an atmosphere of collegial decision-making, demonstrate consensus-building skills.
6. Demonstrate sensitivity to, and respect for, a diverse population.
7. Manage a multi-faceted budget serving both on-campus and off-campus programs and services.

### **QUALIFICATIONS:**

#### *Education:*

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

#### *Experience:*

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

#### *Preferred Qualifications:*

Background/knowledge of business management practices.

### **SUPERVISION RECEIVED:**

The Dean, Instruction and Technical Services, Petaluma Campus reports to the Dean, Petaluma Campus.

### **SUPERVISION EXERCISED:**

The Dean, Instruction and Technical Services, Petaluma Campus supervises assigned faculty, classified technical support staff, STNC's and student employees.

Board Approved: 03/08/05  
Revised 07/19/06