

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Dean, Curriculum and Educational Support Services	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: Curriculum Development, Faculty Staffing, Faculty Evaluation and Tenure Review, Scheduling, Catalog and Web Development Oversight, and Program Review and Articulation. 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, Curriculum and Educational Support Services 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 curriculum, staff development and program review.
2. Serves on the Curriculum Review Committee and coordinates and supervises the curriculum development process District-wide on an annual basis.
3. Serves on the Faculty Staffing Committee and coordinates and supervises the process for prioritizing faculty positions District-wide.
4. Serves on the District Tenure Review and Evaluation Committee and coordinates and supervises the faculty evaluation process.
5. Receives, reviews and facilitates resolution for student, faculty or staff complaints.
6. Supervises the Scheduling Office including the development of the class schedules and monitoring of faculty loads.
7. Coordinates evening coverage for the Academic Affairs unit.
8. Serves on standing and ad hoc committees as required.
9. Represents the District in local, regional and state-wide instructional meetings and committees.

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10. Prepares reports as needed to the Board of Trustees.
11. Performs other duties as assigned by the Vice President of Academic Affairs/Assistant Superintendent.
12. Oversees the development of the annual program review process for all Academic programs.
13. Supervises the development of faculty teaching and staff assignments and the schedule of classes, and monitors enrollments.
14. Supervises and regularly participates in the hiring and evaluation of faculty and classified staff in programs and departments.
15. Conducts liaison with Student, Administrative, and Business Services, as appropriate.
16. Provides direction and support for a variety of outreach projects and activities.

### **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.

### **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.
3. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
4. Communicate clearly, both orally and in writing.

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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 education and curriculum development.

### **SUPERVISION RECEIVED:**

The Dean, Curriculum and Educational Support Services reports to the Vice President, Academic Affairs/Assistant Superintendent.

### **SUPERVISION EXERCISED:**

The Dean, Curriculum and Educational Support Services supervises managers, classified support staff, STNC's and student employees in scheduling, curriculum support and other instructional support areas.

Board Approved: June 13, 2006

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