



Dean

Class Code:
MA013-HR1

Bargaining Unit:

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
Established Date: Apr 15, 2016
Revision Date: Oct 6, 2017

SALARY RANGE

\$10,346.75 - \$13,865.50 Monthly

BASIC FUNCTION:

Under the direction of the Executive Vice President, the Dean is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive student learning program in an assigned division/student services area.

REPRESENTATIVE DUTIES:

Develop, direct, coordinate, supervise, and evaluate the programs, personnel, operations, and activities of their respective division, including program planning, analysis, and review, to ensure compliance with Education Code, state and federal regulations, accreditation standards, district policies, and all contractual agreements between the Governing Board and recognized bargaining units. **E**

Assist in the recruitment, selection, and development of classified and academic personnel within the division, and evaluate all personnel in accordance with applicable policies and procedures; plan and project division staffing requirements; monitor proper and efficient use of assigned staff; provide staffing recommendations in compliance with Equal Employment Opportunity principles and guidelines. **E**

Direct the development and implementation of class schedules and faculty assignments in accordance with current assessment of program and student needs and collective bargaining agreements. **E**

Direct and implement sound fiscal planning in the development and management of the division budget; supervise the preparation and submission of division budget and, upon approval, assume overall responsibility for timely and accurate implementation; develop and implement externally funded initiatives; plan resource allocations for facilities, equipment and technologies that support instructional programs in the division. **E**

Provide guidance to and receive advice from faculty organizations on matters relating to the instructional programs; promote the inclusion of students in the shared decision-making process. **E**

Ensure that all division courses, curriculum and programs comply with applicable laws, other federal, state, and local requirements, district rules and regulations, Education Code, and collective bargaining agreements; collaborate with the staff to assure that proper course articulation is maintained with other institutions of higher education. **E**

Ensure that all student services programs comply with applicable laws, other federal, state and local requirements, district rules and regulations, Education Code, and collective bargaining agreements; review, monitor and participate in the shaping of regional, statewide and national issues concerning community colleges. **E**

Develop, implement, direct and evaluate activities related to articulation with secondary schools, and matriculation activities within the college, including the recruitment, admission, assessment, advisement and retention of students; develop, implement, direct and evaluate such student activities, programs and services as community outreach, special student events, student government, graduation, student health program management, course curriculum, orientation programs, needs assessments, and related services in support of student college life. **E**

Coordinate the establishment and implementation of division advisory committees; establish and maintain liaisons with business and community representatives as participants in the planning, development and modification of division curriculum and programs. **E**

Coordinate and prepare timely and accurate instructional reports required by various federal, state, district and college departments. **E**

Promote and participate in the application of computer technology to division programs and

activities; use a variety of computer software to research, enter, modify and retrieve data for preparation of reports, correspondence and other written materials. **E**

Keep abreast of emerging services, methodologies, and technologies relevant to division. **E**

Coordinate and prepare timely, accurate and comprehensive reports and responses to all required state, federal, and district and college departments. **E**

Serve on management councils and other college and district committees.

Perform other duties as assigned.

E = Essential duties

MINIMUM QUALIFICATIONS:

1. Possession of a master's degree; and
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

Philosophy, mission, and goals of the community college

Goals, policies, regulations, contractual requirements and methods related to effective curriculum development and implementation, program/class scheduling, faculty assignments and instruction

Current theories on teaching and learning, including use of technology and multicultural issues that affect instructional and related support programs and services

Institutional research models and methodologies

Respectful and sensitive communication with people who are diverse in their cultures, language groups and abilities

Strategic planning and program development

Community and business organizations

Participatory approaches to governance

ABILITY TO:

Work effectively as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student learning environment

Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving

Create and maintain a high level of staff morale to achieve consensus while demonstrating an understanding of and sensitivity to the diverse academic, socio-economic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of the college students

Demonstrate commitment to the continued improvement of teaching and learning

Create an environment conducive to the development of instructional and service innovations

Work in a dynamic environment and handle multiple responsibilities

Direct, coordinate and evaluate the work of others

Develop and manage a budget, including externally funded initiatives

Plan effectively in the process of allocating resources to further institutional goals, evaluating the results of the allocations, and developing strategies for continued strength of the college's programs and services

Work comfortably in an interdisciplinary environment

Solve problems creatively

Communicate effectively, both orally and in writing

Exercise independent judgment

Establish and maintain good community relations and deliver effective public presentations

