

DESERT COMMUNITY COLLEGE DISTRICT

DEAN, SCHOOL OF COMMUNICATION AND HUMANITIES

THE POSITION

The Dean, School of Communication and Humanities, is an Educational Administrator position as designated by the Board of Trustees of the Desert Community College District. The Dean is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Dean is expected to make appropriate recommendations for modifications, additions, or deletions in policy and/or through the appropriate reporting authority.

Under the direction of the Vice President, Academic Affairs, the Dean is responsible for the leadership of the School by planning, managing, coordinating, scheduling, and evaluating the activities of the academic disciplines in the School of Communication and Humanities and other related duties and responsibilities as assigned. The Dean serves as an administrator of comprehensive programs in the School Communication and Humanities which includes Non-Credit, English, Speech, Foreign Language, Reading, and English as a Second Language. The Dean directs, manages and evaluates the curriculum and develops the course offering, including the faculty and other personnel and the facilities comprising the instructional areas. The Dean coordinates and evaluates instructional programs in the assigned School.

REPRESENTATIVE DUTIES

1. Develop and supervise School instruction occurring in the day, evening, summer, and intersession periods; develop class schedules to respond to student needs, produce a high quality comprehensive educational program, and meet FTES targets; use facilities effectively. *E*
3. Evaluate the needs of the School in the context of the overall educational program; work collaboratively with faculty in program evaluation and improvement; evaluate the need for new programs and support new program development. *E*
4. Work collaboratively with faculty in the School on college planning and prioritization; participate with the administrative team to set goals and priorities. *E*
5. Coordinate and articulate program needs and curriculum identified by faculty, students, and the community. Provide leadership for School program development and articulation with feeder schools and transfer institutions. *E*
6. Work effectively and collaboratively with the Director, Education Centers, regarding EVC Indio and Mecca/Thermal and WVC course offerings and with the Director, Partnership and Community Education, for identifying fee-based offerings. *E*
7. Provide leadership in the recruitment and hiring of full-time and adjunct faculty and support staff. *E*
8. Supervise all faculty and staff within the instructional and program areas; supervise workload; provide in-service training; resolve conflicts; facilitate consensus decision-making. *E*
9. Evaluate all faculty and staff in accordance with the contracts between the District and employee groups. *E*
10. Regularly schedule and chair faculty and staff meetings and special meetings as needed; serve on regular and special committees as assigned by the Vice President of Academic Affairs; represent the School concerns and needs to the Vice President of Academic Affairs; participate in the Academic Affairs Cabinet; and work effectively and collaboratively with Student Affairs. *E*
11. Prepare budget estimates; administer and monitor approved budgets; prepare and manage contracts for services and equipment, including donations and grants within the School. *E*
12. Coordinate scheduling of course sections in appropriate facilities; monitor classroom, lab and production facilities for adequate equipment, supplies and safety; work collaboratively with the appropriate departments including Facilities Services and Information Technology to maintain equipment and facilities. *E*
13. Assist in student recruitment, advising, placement, registration, and retention. *E*

14. Understand information technology and support fundamental changes that are emerging with expanded use of technologies in the educational environment. *E*
15. Meet schedules and timelines, organize multiple projects efficiently and effectively, and carry out required project details throughout the year. *E*
16. Interpret county, state and federal policy and legislation governing the administration, regulations, and perform other related duties. *E*
17. Develop and manage grants and special projects. *E*
18. Represent the School and the college in community related activities. *E*
19. Support innovative teaching ideas and practices to enhance student learning; support learning-centered instructional methodology. *E*
20. Seek and participate in professional development activities. *E*
21. Other duties and responsibilities as assigned.

REQUIRED PROFICIENCIES

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE AND ABILITIES

The Dean must have the ability to exercise honesty, consistency, and sound judgment in the performance of duties; understanding of the mission and student population of California Community Colleges and the Coachella Valley; ability to work in the interests of the college as a whole; ability to work productively in a shared governance setting; strong interpersonal skills to communicate effectively with diverse constituencies within and outside the District; possess an understanding and sensitivity of the diverse backgrounds of community college students; understanding of the intent and application of student learning outcomes; familiarity with requirements for prerequisites and course equivalencies; familiarity with new educational technologies; ability to plan, organize, direct, administer, review, and evaluate programs and services.

The Dean must possess knowledge of principles and practices of general management and supervision; laws and regulations governing California Community Colleges; district policies and procedures; budgeting; procedures for accreditation; curriculum development; teaching methods and techniques.

MINIMUM QUALIFICATIONS:

The Desert Community College District has established the following hiring criteria for all educational administrative positions:

Minimum qualifications for service as an educational administrator shall be both of the following in accordance with Title 5 section 53420:

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

LICENSES AND OTHER REQUIREMENTS

Valid California driver’s license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibility.

EMPLOYMENT STATUS

Educational Administrator

E: Essential functions of the job.

Leadership XI