

DESERT COMMUNITY COLLEGE DISTRICT

DEAN, STUDENT SUCCESS AND STUDENT LEARNING

THE POSITION

The Dean Student Success and Student Learning 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 Executive Vice President of Student Success and Student Learning, provide leadership, coordination and vision among the staff who serve within selected student programs & services and other related duties and responsibilities as assigned. Manage, coordinate and evaluate the services offered, the faculty, other personnel and the facilities comprising the areas of responsibility. Coordinate and evaluate instructional programs assigned to programs within the division.

REPRESENTATIVE DUTIES

The duties listed below are representative of the essential functions of the position.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.

10. 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.
11. Participates as community representatives in the planning, development and modification of division curriculum and programs.
12. Keep abreast of emerging services, methodologies, and technologies relevant to division.
13. Coordinate and prepare timely, accurate and comprehensive reports and responses to all required state, federal, and district and college departments.
14. Serve on management councils and other college and district committees.
15. Perform other duties 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

Political Leadership:

Effective and Proactive Communicator—Proactively and effectively communicates the vision and goals of the school, plans for the future, and successes and challenges to all stakeholders. **Responsive to Input**—Actively seeks out input from stakeholders and takes all perspectives into consideration when making decisions. **Earns Support**—Is an ambassador for education, the school, teachers, parents, and students that engenders support.

Managerial/Administrative Leadership:

Balances Priorities—Organizes time and delegates responsibilities to balance administrative/managerial, educational, and political leadership priorities. **Fosters Shared Leadership**—Fosters shared leadership that takes advantage of individual expertise, strengths, and talents, and encourages professional growth. **Maintains Accountability**—Establishes high standards of accountability for self and others. **Continuous Improvement of Leadership**—Is motivated to continuously improve leadership skills through, professional development, self-reflection, and utilization of input from others. **Encourages Innovation**—Employs innovative and effective solutions to complex problems.

Educational/Instructional Leadership:

Instructional Vision—Ensures that instructional practices are guided by a common, research-based instructional vision that articulates what students do to effectively learn the subject. **Continuous Improvement of Instruction**—Aligns resources (i.e., professional development, allocation of teacher time, budget decisions), policies, and procedures (i.e., school improvement plans, teacher evaluation) toward continuous improvement of instructional practice guided by the instructional vision. **High Expectations**—Sets high expectation for all students academically, behaviorally, and in all aspects of student wellbeing. **Constructive School Culture**—Establishes a safe, collaborative, and supportive school culture that places high priority on ensuring that students are successful in school and in life.

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 some evening and weekend responsibility.

EMPLOYMENT STATUS

Educational Administrator

Leadership XI