

DESERT COMMUNITY COLLEGE DISTRICT

DEAN, EDUCATIONAL SERVICES AND PLANNING

BASIC FUNCTION

Responsible for strategic leadership, planning, and administrative oversight for a range of academic support programs and services. Areas of responsibility include, but are not limited to, Library and Learning Resource Center, Tutoring and Academic Skills Center (TASC), Supplemental Instruction (SI), institutional planning, and enrollment management. The Dean also supports institutional efforts related to accreditation, student learning outcomes assessment, student success initiatives, curriculum and program development, distance education, and dual enrollment/intersegmental programs.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from area vice president. Exercises supervision over assigned personnel.

EXAMPLES OF TYPICAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Provide strategic leadership and administrative oversight for Educational Support Services, including but not limited to Library and Learning Resources, TASC, dual enrollment/intersegmental programs, distance education, curriculum, student learning outcomes, and supplemental instruction. Ensure alignment with institutional goals, develop and maintain the institutional planning calendar, and promote innovation, compliance, and student success through collaboration with faculty and staff.
2. Provide administrative leadership in implementing enrollment management strategies. Support the development of FTES and other enrollment targets aligned with institutional financial and strategic goals.
3. Provide for the orientation, supervision, evaluation, and professional development of administrative, faculty, and classified staff. Ensure areas of responsibility operate in compliance with Education Code, Title 5, and applicable regulations, and maintain consistent practices that promote service quality and operational continuity.
4. Oversee the delivery of academic support services, including in-person and online tutoring, academic coaching, and skill-building workshops by collaborating with faculty and departments to identify needs, select tutors, and integrate services with instructional goals. Ensure that off-campus centers are effectively supported with access to tutoring, learning resources, and digital services.
5. Provide leadership for Library and Learning Resources operations, including the integration of educational technologies, automation systems, and digital platforms. Ensure services align with curriculum and student needs while modernizing systems to support innovation and access.
6. Support the planning and development of Library and Learning Resources facilities. Participate in system transitions and facility upgrades to align with evolving institutional and user needs.
7. Monitor and enhance the quality of educational services through evaluation and strategic initiatives. Oversee the development and coordination of the college catalog and class schedule.
8. Lead institutional efforts in assessment, research, and continuous improvement by overseeing student learning outcomes, program review processes, and accreditation reporting. Utilize data to guide planning, support strategic initiatives, and foster a culture of evidence-based decision-making.

9. Foster internal and external partnerships with faculty, staff, governance groups, community organizations, educational institutions, and public agencies. Represent the college at local, state, and national levels to advance institutional priorities.
10. Prepare, submit, and monitor the annual budget for areas of responsibilities. Manage financial resources consistent with college policies and sound management principles. Develop, prepare, present, and submit reports regarding areas of responsibility.
11. Ensure areas of responsibility operate in accordance with Education Code, Title 5, and other applicable laws and regulations. Establish consistent practices, maintain subject-matter expertise, and ensure continuity and quality of educational support services.
12. Serve on committees as appropriate; organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision-making.
13. Coordinate and lead special projects and strategic initiatives as assigned to support institutional goals.
14. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, **AND** One year of formal training, internship, or leadership experience reasonably related to the administrative assignment. Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

REQUIRED PROFICIENCIES

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

KNOWLEDGE OF:

1. Strategic planning, curriculum development, program review, and student learning outcomes assessment.
2. Enrollment management, institutional research, and the use of data and technology for planning and continuous improvement.
3. Academic support services and learning resources, including tutoring, coaching, Library and Learning Resources operations, and educational technologies.
4. Accreditation standards, fiscal and grant management, and resource allocation.
5. Education Code, Title 5, and other federal, state, and local regulations affecting higher education.
6. Personnel supervision, professional development, and practices that support equity, inclusion, and student success.
7. Shared governance, effective communication, conflict resolution, and collaborative leadership practices.
8. Trends and innovations in higher education and student services.

ABILITY TO:

1. Plan, organize, direct, and evaluate educational programs, services, operations, and personnel to meet institutional goals and evolving needs.
2. Supervise, motivate, train, and evaluate staff effectively, while fostering a collaborative, equity-minded, and inclusive work environment.

3. Communicate clearly and professionally, both verbally and in writing, with diverse individuals and groups, including students, faculty, staff, and community stakeholders.
4. Interpret and apply laws, regulations, policies, and procedures, and maintain up-to-date knowledge of relevant legal and educational standards.
5. Analyze problems, assess options, and implement effective solutions using sound judgment and strategic thinking.
6. Develop, manage, and monitor budgets, timelines, and resource allocations, including grants and special projects.
7. Collaborate across departments and governance groups to promote shared decision-making, consensus building, and student-centered innovation.
8. Utilize technology and data to support planning, evaluation, and continuous improvement in educational services.
9. Demonstrate understanding, sensitivity and commitment to meeting the needs of the diverse ethnic, cultural, socioeconomic and disability backgrounds of students, faculty, staff and community

WORKING CONDITIONS

Environment: Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Sit or stand for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight (up to 25 lbs.).

EMPLOYMENT STATUS

Educational Administrator

Leadership Salary Schedule: Range XI

Board Approved: 6/20/2013, 7/24/2025

Personnel Management Committee Review: 7/14/2025