

**Associate Dean, Instruction
Bakersfield College
Kern Community College District
JOB DESCRIPTION**

Definition

Under the direction of a designated Dean of Instruction, the Associate Dean, Instruction, is responsible for developing, coordinating, administering, and operating assigned instructional programs and campus initiatives.

Examples of Duties

1. Support the Dean of Instruction by administering District policy regarding assigned instructional programs.
2. Provide assistance in the performance evaluation of faculty and classified personnel in assigned areas of responsibility.
3. Assist in the administration of College policy with respect to faculty load and scheduling. This includes coordination of fall, spring, summer scheduling and staff assignments for all areas of responsibility.
4. Coordinate with faculty chairs in the recruitment, selection, orientation, and evaluation of adjunct faculty.
5. Support the Dean of Instruction by assisting in developing and monitoring the annual budget and expenditures in consultation with faculty chairs.
6. For assigned academic departments, provide administrative oversight of curriculum maintenance, including development of new curriculum and curricular revisions, accuracy of catalog and course information.
7. Provide instructional leadership for assigned College initiatives.
8. Assist in the promotion and marketing of the College image and articulation of assigned academic programs in the College service area. Provide specific academic program information and assistance to faculty, administrators, community, and the general public.
9. Serve on the College and District committees as appropriate.
10. Perform other related duties as assigned by the designated Dean of Instruction.

Minimum Qualifications

- Master's Degree from an accredited college or university, preferably in an academic area related to assignment.
- Three years of full-time experience in teaching and/or administration, including at least one year of leadership experience reasonably related to the administrative assignment.
- Demonstrated sensitivity and an understanding of the diverse academic, socio-economic, culture, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Ability to provide leadership, stimulate cooperation and collaboration of instructional staff.

Ability to supervise, evaluate, and assist assigned personnel.

Use of technology in the delivery of instruction and student services.

Must have knowledge of laws, rules, and regulations pertaining to California Community Colleges teaching-learning process.

A demonstrated ability to communicate effectively, orally and in writing, and to work effectively and harmoniously with students, colleagues, staff, and others.

Demonstrates a willingness to work with students who have a wide range of skills, motivation, and academic or vocational goals.

Possesses a strong knowledge of and commitment to the California Community Colleges mission and philosophy.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)