

Dean of Instruction
Porterville College
Kern Community College District
JOB DESCRIPTION

Definition

Under the supervision of the Vice President of Instruction, the Dean of Instruction has broad accountability, within the participatory governance framework, for planning, directing and evaluating assigned functions associated with maintaining quality instructional and academic programs.

Examples of Duties

1. Support the college's focus of improving lives through education, including providing a welcoming, safe and equitable educational and working experience for all students, staff and faculty.
2. Facilitate faculty, staff, and other administrators through guided pathways implementation and institutionalization.
3. Work 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.
4. Interpret and administer District policy regarding assigned academic programs.
5. Interpret and administer College policy with respect to faculty load and scheduling. Provide leadership in the development, revision and interpretation of curriculum, academic programs, catalog, and course information.
6. Provide leadership in generating staff development opportunities for faculty and staff.
7. Provide assistance in recruitment, selection, orientation, and evaluation of adjunct faculty in appropriate disciplines.
8. Evaluate the performance of faculty and classified personnel in assigned areas of responsibility.

9. Develop, prepare and monitor administrative budgets and expenditures in consultation with division chairs.
10. Assist in the coordination of fall, spring, summer scheduling, and staff assignments for all areas of responsibility.
11. Provide instructional leadership for assigned academic departments and work with department chairs in curriculum maintenance and development in areas of responsibility.
9. Act as liaison with District, State, and federal governing bodies regarding College programs and practices.
10. Develop program goals and objectives and monitor outcomes.
11. Market the College and specific academic programs to the College community and the general public.
12. Serve on College and District committees as appropriate.
13. Liaise with local, community, and regional partners to advance collaborative initiatives.
14. Provide leadership and coordination in support of career, technical, and emerging occupational education programs and services, in consort with relevant workforce development programs, as appropriate.
15. Assist CTE faculty in the development of advisory committees, provide guidance in working with advisory committees, and attend advisory committee meetings. Ensure that each career/technical program has an active advisory committee that meets regularly to provide input concerning program design and implementation.
16. Coordinate the procurement and distribution of grant funds, prepare grant applications, budgets, and reports for local, state, and federal grant supported programs
17. Facilitate evening supervision and supervision of athletic contests when needed.
18. Other duties as assigned.

Minimum Qualifications

- Master's Degree, preferably in an academic area related to assignment
- Five years of full-time experience in teaching and/or administration, including at least three years of leadership experience reasonably related to the administrative assignment
- Demonstrated sensitivity to and an understanding of the diverse academic socioeconomic culture, ethnic, and disability backgrounds of community college students and employees

Desirable

- Earned Doctorate from an accredited institution
- Community college faculty experience
- Experienced leadership in program development and working with industry to secure resources.

Knowledge and Abilities

Knowledge of:

- Mission of the California Community Colleges
- Community college academic and student programs, regulations, and policies
- Student success strategies
- Principles of employer-employee relations
- Principles of college management
- Use of technology in the delivery of instruction and student services
- Familiarity with distance learning methodologies and management
- Teaching and learning strategies
- Learning Outcomes Assessment
- College accreditation
- Career Technical Education national and state public policy.
- Adult learning theory and learning styles.
- Concepts of course scheduling and enrollment management;
- General principles of organization, management and employee supervision, and training;
- Effective research, analytical and report writing techniques;

Knowledge and Abilities (continued)

Ability to:

- Apply and interpret laws, rules and regulations affecting community colleges.

- Formulate policies and procedures.
- Coordinate and facilitate meetings.
- Compile clear, accurate reports and surveys.
- Establish and maintain effective working relationships.
- Effectively communicate both orally and in writing.
- Handle sensitive and complex employee/employer issues consistently and professionally.
- Manage multiple priorities and projects.
- Coordinate and facilitate meetings.
- Establish and maintain effective working relationships.
- Develop, monitor, and administer budgets.

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 Often – 51-75 percent = 3
 Occasional 25-50 percent = 2 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.
4	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	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)