



# **PALO VERDE COMMUNITY COLLEGE DISTRICT**

## **DEAN OF INSTRUCTION AND STUDENT SERVICES**

### **NATURE OF THE POSITION**

Under the supervision of the Vice President of Instruction and Student Services, plan, organize, administer and direct the programs, personnel, operations, and activities of the Instructional and Student Services division for Palo Verde College; implement and coordinate instructional planning objectives; manage, direct and evaluate instructional programs, faculty assignments and schedule of classes; coordinate and direct communications, information, resources and personnel to meet the instructional needs of the College and enhance the educational effectiveness of academic programs; train, supervise and evaluate the performance of assigned personnel.

### **DUTIES AND RESPONSIBILITIES**

1. Plan, organize, administer and direct the programs, personnel, operations, and activities of the Instructional and Student Services division; plan, implement and evaluate College credit and non-credit instructional programs and services; monitor, analyze and adjust activities in response to student academic needs; assist in ensuring instructional programs and services comply with established College, State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.
2. Coordinate and direct communications, information, resources and personnel to meet the instructional needs of the College and enhance the educational effectiveness of academic programs; collaborate with the Vice President and Division Deans in the development and implementation of courses, academic programs, schedules of classes and College-wide instructional initiatives.
3. Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
4. 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.
5. 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 ensure that proper course articulation is maintained with other institutions of higher education.
6. Monitor and analyze instructional operations, services and related data to determine educational effectiveness of academic programs; respond to administrative, faculty and public input concerning educational needs; assist in the research, development and

implementation of academic programs, policies and procedures to enhance the educational effectiveness of instructional services.

7. Administer and monitor instructional programs and activities to ensure compliance with established curriculum standards and requirements; assist in the development of curriculum standards; coordinate activities and staff development functions to enhance College faculty and administrative understanding of curriculum standards and requirements.
8. 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.
9. Assist in the recruitment, selection, and development of classified and academic personnel within the division; 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.
10. 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.
11. Research, compile and analyze a variety of academic and curriculum information; prepare and maintain a variety of narrative and statistical records and reports related to instructional programs and services, curriculum standards and requirements, and assigned activities.
12. 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.
13. Provide technical information and assistance to the Vice President regarding instructional services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
14. 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.
15. 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.
16. Serve on management councils and other College and District committees; participate as an administrative representative in the planning, development and modification of division curriculum and programs; prepare and deliver oral presentations concerning instructional programs and services and related needs and requirements.

17. Maintain current knowledge of emerging services, methodologies, and technologies relevant to division responsibilities.
18. Operate a variety of office equipment including a computer and assigned software.
19. Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **KNOWLEDGE OF:**

1. Planning, organization and direction of instructional support functions related to College credit and non-credit instructional programs and services.
2. Curriculum standards, requirements, interpretation and application in instructional programs and services of a community college.
3. State and federal standards and requirements governing college district academic programs.
4. Instructional techniques and strategies related to academic programs at a college.
5. Title V regulations and applicable sections of the California Education Code.
6. K-12, four-year university and other non-community college education systems.
7. Principles, practices and procedures involved in the development and implementation of curriculum standards and instructional programs and services.
8. Principles and practices of administration, supervision and training.
9. Policies and objectives of assigned programs and activities.
10. College District organization, operations, policies and objectives.
11. Budget preparation and control.
12. Oral and written communication skills.
13. Applicable State and federal laws, codes, regulations, policies and procedures.
14. Interpersonal skills using tact, patience and courtesy.
15. Operation of a computer and assigned software.
16. Public relations techniques.
17. Knowledge of applicable computer operation, assigned software and data entry devices.

### **ABILITY TO:**

1. Plan, organize, control and direct instructional support functions to assist the Vice President in the planning, development, implementation and evaluation of College credit and non-credit instructional programs and services.
2. Coordinate and direct communications, information, resources and personnel to meet the instructional needs of the College and enhance the educational effectiveness of academic programs.
3. Train, supervise and evaluate the performance of assigned personnel.
4. Participate in the development and implementation of courses, academic programs, schedules of classes and College-wide instructional initiatives.
5. Monitor, analyze and assist in the research, development and implementation of academic programs, policies and procedures to enhance the educational effectiveness of instructional services.

6. Provide consultation to Division Deans, administrators, faculty and others concerning instructional programs and services, educational practices, and curriculum standards and requirements.
7. Administer promotional, marketing and awareness activities to enhance community understanding of the instructional programs and services of the College.
8. Communicate effectively both orally and in writing.
9. Interpret, apply and explain rules, regulations, policies and procedures.
10. Establish and maintain cooperative and effective working relationships with others.
11. Operate a computer and assigned office equipment.
12. Analyze situations accurately and adopt an effective course of action.
13. Meet schedules and time lines.
14. Work independently with little direction.
15. Plan and organize work.
16. Prepare and maintain a variety of narrative and statistical records and reports.

### **MINIMUM QUALIFICATIONS**

1. Master's degree in a related field from an accredited college or university.
2. One year increasingly responsible experience involving the administration of instructional programs and services for a community college or similar organization.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

### **PREFERRED QUALIFICATIONS**

1. Ph.D. in a related field from an accredited college or university.
2. Experience in the California Community College system.
3. A background in the development, assessment, and recording of course, program and institutional Student Learning Outcomes.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

### **CLASSIFICATION/SALARY**

1. This is an Educational Administrator position.
2. Row 11 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

## **PALO VERDE COMMUNITY COLLEGE DISTRICT**

*Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.*