



PALO VERDE COMMUNITY COLLEGE DISTRICT

DEAN OF INSTRUCTION

NATURE OF THE POSITION

Under the supervision of the Assistant Superintendent/Vice President of Instruction and Student Services, the Dean of Instruction at Palo Verde College plans, organizes, administers and directs the programs, personnel, operations, and activities within the Instructional Division. Implements and coordinates instructional planning objectives, manages and evaluates instructional programs, oversees student learning outcomes, assigns and supports faculty, organizes the schedule of classes, coordinates and directs communications, manages resources, and supervises personnel to address the instructional needs of the district effectively. The Dean of Instruction is pivotal in promoting student success and the continuous improvement of academic programs. The Dean of Instruction supports District-wide initiatives to advance education through an equity mindset and the integration of inclusive, culturally competent practices to enhance awareness of student needs and identify best practices for accommodating diverse learning styles.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

1. Leads and oversees Instructional Division, coordinating programs, personnel, and activities, with a focus on credit, non-credit educational services, athletics, and Rising Scholar Program.
2. Collaborates with faculty in the development, evaluation, and revision of curriculum, emphasizing program relevance and student equity.
3. Remains informed on emerging educational technologies and innovations, advocating for relevant program adaptations to meet student and community needs.
4. Advocates for technological advancement in education, supporting professional development and assessing program effectiveness.
5. Accurately interprets, explains, implements, and articulates compliance with all District, State, and Federal standards, requirements, laws, codes, rules, regulations, policies, and procedures; ensures all instructional programs comply with those provisions and maintain alignment with educational standards.
6. Manages academic requests, such as field trips and conference attendance, enhancing the educational experience.
7. Facilitates collaborative efforts within the District to promote educational effectiveness, innovation, and inclusivity.
8. Engages in shared governance to support institutional effectiveness and maintain accreditation, emphasizing collaborative decision-making.
9. Provides leadership in personnel management, encouraging a culture of continuous improvement and professional development.

10. Supports, and promotes compliance with the District's Equal Employment Opportunity (EEO) Plan in all aspects of employment and educations; champions diversity, equality, and inclusivity, aiming to address educational achievement gaps and foster a welcoming environment; Provides leadership in personnel management, encouraging a culture of continuous improvement and professional development.
11. Manages enrollment and class scheduling, focusing on accessibility, equity, and stakeholder needs.
12. Oversees fiscal management and resource allocation for instructional programs, advocating for the integration of technology and collaboration in curriculum development.
13. Works closely with the Dean of Student Services to promote innovation and collaboration between instructional and student services functions.
14. Responsible for assigned reports, and regular evaluation of all areas under direct supervision including Palo Verde Community College Child Development Center.
15. Collaborates, supports, guides instructional faculty during program review and Student Learning Outcomes.
16. Uses a variety of computer software and equipment to research, enter, modify, and retrieve data for preparation of reports, correspondence, and other written materials.
17. Serves on management councils and other District committees; works collaboratively with faculty to support advisory meetings.
18. Prepares and delivers oral presentations concerning student programs related needs and requirements.
19. Maintains association with relevant professional organizations and activities.
20. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization, and direction instructional support for both credit and non-credit programs, including specialized initiatives.
2. Curriculum standards and requirements within community college instructional programs, ensuring adherence to state and federal regulations.
3. Effective teaching techniques and strategies to enhance academic program quality.
4. Curriculum development and implementation procedures including Title 5 regulations, the California Education Code, and guidelines from the California Community Colleges Chancellor's Office.
5. Administration, supervision, and staff development practices in support of instructional objectives and policies.
6. Budget preparation, fiscal management, and resource allocation to align financial planning and reporting with educational program goals.
7. Effective communication strategies, including oral and written skills, interpersonal tactics, and public relations techniques.
8. District organization, operations, policies and objectives.
9. Budget preparation and control.

10. Applicable computer operations, software, and data management tools to support instructional activities and administrative tasks.

ABILITY TO:

1. Effectively plan, organize, and oversee instructional support functions, aiding in the development and evaluation of both credit and non-credit programs.
2. Coordinate resources, communications, and personnel to meet instructional needs of the district and enhance academic programs' impact.
3. Train, supervise, and evaluate assigned personnel, fostering a productive and skilled workforce.
4. Collaborate with faculty and academic leadership in the creation and execution of courses and programs, ensuring alignment with district goals.
5. Contribute to the advancement of academic programs through research, policy development, and quality assessment.
6. Provide expert guidance on educational practices and curriculum standards to enhance instructional quality.
7. Lead promotional efforts, effectively raising awareness of instructional services within the community.
8. Analyze situations accurately and adopt an effective course of action.
9. Utilize technology, communicate effectively, and build cooperative relationships, ensuring efficient operation and strong community ties.

MINIMUM QUALIFICATIONS

1. Master's degree in a related field from an accredited college or university.
2. One (1) year of increasingly responsible experience in the administration of instructional programs and services within a community college or similar organization.
3. Demonstrated sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability, and socio-economic backgrounds of students, faculty, administrators, and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Hold and maintain a valid driver's license.

PREFERRED QUALIFICATIONS

1. Experience in teaching within higher education.
2. Experience within the California Community College system.
3. Experience in developing, assessing, and documenting course, program, and institutional Student Learning Outcomes.

4. Knowledge of the California Education Code, Title 5 regulations, Chancellor's Office administrative procedures, federal laws and regulations, and other legal frameworks that affect the policies and practices of student success and assessment operations in the District.
5. Experience in curriculum and accreditation.
6. Experience with Strategic Enrollment Management, Guided Pathways and Program Review.
7. Experience with the Rising Scholars programs, or equivalent initiatives.

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.
3. This position conducts routine visits to all serviced locations, including California Department of Corrections and Rehabilitation (CDCR) facilities, Palo Verde College's Needles Center, and local high school districts offering dual enrollment classes.

CLASSIFICATION/SALARY

1. This is an Educational Administrator position.
2. Row 11 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The District 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.