



DEAN

Reports to: Vice President, Instructional Services

Dept: Various

FLSA: Exempt

EEO: Executive/Administrative/Managerial

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general direction plan, organize, and direct day-to-day operations of strategic student success programs and services. The dean will provide support, coordination, and leadership for guided pathways, schedule development, dual enrollment, strategic enrollment management, and other initiatives in support of student success and equity frameworks. Facilitate robust programming and pathway development for students as well as high school students participating in dual enrollment. Develop strategies in partnership with noncredit administrators and faculty to strengthen curriculum alignment and pathways between credit and noncredit programs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

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

1. Coordinate all aspects of course and schedule planning for dual enrollment programs across all feeder districts as well as private educational and/or military entities, developing pathways for the completion of the equivalent to an associate degree.
2. Work collaboratively with administration, faculty, staff, and community partners in leading the implementation, planning, development, and coordination of the College's guided pathways framework.
3. Participate in campus-wide and high school district discussions and contributes to the development and implementation of a wide array of instructional opportunities.
4. Assist in the use of data-informed methods to analyze, track, monitor, evaluate and improve college-wide efforts related to guided pathways, dual enrollment, schedule development, and other student success efforts.
5. Represent MiraCosta College, providing information to the college community, parents, and K-12 personnel related to instructional pathways, processes, and other college-related information.

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6. Facilitate communication that is timely, open, and transparent, fostering an environment that supports cultural competence and an equity-minded approach in the development of student success initiatives.
 7. Collaborate with the administrators, faculty, and staff to develop a strategic approach to schedule development, room utilization, the development of the Schedule of Classes, and other instructional services.
 8. Maintain and submit, as necessary, updated records, reports, memorandums of understanding, and other official agreements, in the preparation of related board docket items and presentations.
 9. Work collaboratively with K-12 schools and MiraCosta noncredit programs to expand and support the design of pathways from noncredit to credit certificate and degree completion.
 10. Provide leadership for the College's guided pathways framework by participating in the implementation of Academic and Career Pathways (ACPs), and collaborating with Success Teams, faculty leaders, department chairs and deans to ensure broad communication and integrated planning college-wide.
 11. Manage and participate in the selection of full-time and associate faculty; coordinate associated employment processes with Human Resources; conduct and/or facilitate new faculty and/or staff orientations; monitor teaching load assignments; oversee and ensure the timely evaluation of faculty; encourage faculty in their continuing professional development; work to promote and maintain a collegial environment; chair faculty tenure review processes; oversee, facilitate, and/or act as a final adjudicator in faculty, staff, student, and community conflict resolution and grievance processes.
 12. Direct and manage the performance of classified administrators and staff; direct and oversee the selection of managers and staff; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development, in accordance with district human resources policies and labor contract agreements.
 13. Promote and facilitate innovative approaches to community partnerships with private and public entities and transfer institutions and participate in grant-writing efforts with a focus on supporting culturally responsive student success and equity-related initiatives.
 14. Maintain current knowledge of new developments, innovations, and relevant legislation; recommend changes when needed to meet student and community needs.
 15. Assist with institutional planning and analysis related to instructional programs and services, overall enrollment management, and academic and career pathways development.
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16. Work collaboratively within the college as well as with transfer institutions, along with statewide and Region 10 colleges, to investigate community partnership opportunities, as appropriate.
17. Participate actively in the life of the college and its participatory governance processes by serving on district committees, task forces, and councils; coordinate, assign, direct, and/or participate in work on projects associated with accreditation.
18. Establish and maintain relationships with, and serve as an ambassador to, the community and other community college partners.

OTHER DUTIES:

1. Support operational and systems requirements within the Instructional Services (IS) division, such as maintaining, organizing, and coordinating handbooks, records, inventories, and procedural processes.
2. Research and support best practices in instructional methodologies, including work-based learning, online pedagogies, and contextualized learning.
3. Stay abreast of relevant trends and engage in personal professional development programs and activities to maximize contributions to the college and the community.
4. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

1. Principles and practices of program development and administration.
2. Advanced mastery of theory, principles, and methods of application of academic or administration disciplines relevant to assigned areas of responsibility.
3. Accreditation standards of the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.
4. Trends, developments, and application of educational technologies including online learning and course management systems such as Blackboard.
5. Principles and practices of strategic and program planning applicable to an educational institution.
6. Applicable federal, state, and local laws, rules, and regulations [including OSHA rules and regulations if applicable].
7. Principles and practices of sound business communication including correct English usage, grammar, spelling, punctuation, and vocabulary.

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8. Research methods and analysis techniques.
 9. Principles and practices of effective management and supervision.
 10. Principles and practices of organizational and culture change.
 11. District human resources policies and labor contract provisions.
 12. Safety policies and safe work practices applicable to the work.

Note: Additional knowledge applicable to specific areas of District responsibility may be required for certain Dean positions.

ABILITY TO:

1. Plan, organize, direct, review, and evaluate the programs and activities of an assigned academic school, campus, or administrative department.
2. Lead and participate in monitoring and assessing student learning and success outcomes and student equity measures.
3. Contribute to district-wide institutional effectiveness efforts in planning, program review, accreditation, outcomes assessment, and financial stewardship with the overall intent of actively supporting the achievement of district goals, campus-wide needs, and the healthy functioning of governance, management, and other systems.
4. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules, and policies.
5. Analyze and make sound recommendations on complex instructional and administrative issues.
6. Work collaboratively with other deans, faculty, directors, and managers and provide expert advice and counsel to develop solutions to complex issues.
7. Organize, set priorities, and exercise expert, independent judgment within areas of responsibility.
8. Develop and implement appropriate procedures and controls.
9. Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
10. Make oral presentations on proposals and recommendations clearly, logically, and persuasively in a variety of settings.
11. Communicate effectively, both orally and in writing.
12. Understand, interpret, explain, and apply applicable laws, codes, and ordinances.
13. Represent the district effectively in dealings with internal and external stakeholders, representatives of other academic institutions, business and community leaders, and the public.

14. Operate a computer and standard business software.
15. Use tact and diplomacy in dealing with sensitive and complex issues, situations, and concerned people.
16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and disability issues.
17. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

To be eligible for this position, you must meet and provide evidence of the following minimum qualifications:

Graduation from an accredited college or university with a master's degree in a field of study relevant to the assignment, and at least one year of formal training, internship or leadership experience relevant to the assignment. Demonstrated sensitivity to and understanding of the cultural, development, socioeconomic, ethnic, disability and academic diversity of community college students, faculty and staff is required.

Desirable qualifications include administrative experience related to dual enrollment and/or guided pathways initiatives and enrollment management at a community college; knowledge of and experience leading partnership initiatives such as dual enrollment and/or guided pathways efforts at a community college; a collaborative management style; a proven record in data-driven decision-making; prior teaching experience.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Department chairs, faculty, classified administrators and staff.

CONTACTS:

Instructional and Student Services deans, local high schools and district personnel, transfer institutions, faculty, department chairs, and students.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse and other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily an office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Travel may be requested.