

## College of the Redwoods

## Position Description

Position: Dean, Del Norte Center and Pelican Bay Program	Position Number:
Department:	FLSA: Exempt
Reports to: President	Salary Grade: 132

### **Summary**

Reporting to President, the Campus Dean provides executive level leadership and vision for the Del Norte Campus, including learning, student success, and support functions to advance the College's mission. The Dean supervises faculty and staff and reviews programs to ensure instructional offerings are current and effective.

### **Essential Duties and Responsibilities**

The following examples of duties and accountabilities illustrate the general range of responsibilities assigned to the position but are not intended to limit the required duties. Other essential duties may be assigned consistent with the general scope of the position.

#### **Academic Administration**

- Ensure that the campus academic schedule is operational, and that all faculty are able to deliver their classes effectively and in the appropriate classrooms.
- Provide input to the college's academic leadership on scheduling of classes and assigning of classrooms to all full and part-time faculty at the campus.
- Handle all issues that students have with their classes and instructors, responding to any issues in a timely and responsive manner. regulatory boards of nursing district wide, including necessary accreditation reports and exhibits.

#### **Hiring, Evaluation, and Professional Development**

The Dean is accountable to the President/Superintendent for the assessment of hiring needs within the campus as well as the direction of recruitment, evaluation, and ongoing support of all administrative staff at the campus. This accountability includes such essential tasks as:

- Identify staffing needs consistent with CR mission and goals.
- Provide support in recruiting, hiring, evaluation, and retention of quality academic and student support staff.
- Work collaboratively with full-time faculty to ensure sufficient qualified part-time faculty are available and prepared to teach in their assigned classes.
- Ensure appropriate search processes are completed prior to recommending administrative and academic staff to the President.
- Collaborate with Human Resources to assure relevant and evidence-based on-going professional learning opportunities.
  - Develop orientation and training activities.
  - Encourage participation in relevant disciplinary and higher education associations and conferences.
  - Ensure required credentials and/or licensure, where applicable.

#### **Student Support Services**

The Dean is accountable for the direction of activities that support student development and implementation of all compliance policies and processes. This accountability includes such essential tasks as:

- Work collaboratively with all campus student support staff to ensure that all campus operations and processes are followed and that students get the support that they need.
- Serve on CR committees, as appropriate.

### **Fiscal Responsibilities**

The Dean is accountable for fiscal planning related to campus activities and strategic needs of the campus. This accountability includes such essential tasks as:

- Participate in budget development and when appropriate, approve campus budget items for associated campus expenses.
- Analyze resource needs, including staffing, facilities, equipment, supplies, and assessment and evaluation activities.
- Monitor expenditures and ensure they are within budgetary parameters.
- Identify internal and external funding opportunities that support the campus activities, as appropriate.

### **Student Relationships**

The Dean is accountable for building and ensuring a safe and educational campus climate and for assuring that students have all appropriate resources available in order to successfully complete their academic program. This accountability includes such essential tasks as:

- Assure fidelity with existing policies and procedures in support of students.
- Collaborate with Student Services leadership and staff in recruitment and retention initiatives.
- Collaborate with all relevant stakeholders to develop programs to support equitable student success and completion, including assessment of both academic and non-academic needs.

### **Community Relationships**

The Dean is accountable for developing and maintaining connectivity between the Campus and the community. This accountability includes such essential tasks as:

- Responds to requests and actively engages in community activities as a representative of the College.
- Work alongside the President to maintain existing partnerships and community relationships as well as establish new collaborative working relationships with community organizations, business and industry partners and educational institutions relevant to the Campus programs; proactively promotes innovative partnerships to meet workforce and transfer needs.
- Carry out special assignments as directed by the President.

## **Qualifications**

### **Knowledge, Skills, and Abilities**

The Dean must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and student. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.)

The Campus Dean is required to have demonstrated knowledge, skills and abilities in these areas:

- Planning, developing and evaluating academic and student services and programs.
- Demonstrated understanding of a comprehensive community college.

- Experience and working knowledge of accreditation standards.
- Management of operating budgets and plans.
- Proven leadership ability and demonstrated ability to effectively collaborate with diverse range of stakeholders.
- Sensitivity to and ability to work with the diverse academic, socioeconomic, cultural, and ethnic backgrounds of members of the College community, including those with disabilities.
- Planning and developing academic and/or student services programs.

### **Physical Abilities**

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### **Education and Experience**

<p>Master's degree from an accredited college or university.</p> <p>A minimum of three years of management experience in a community college or a healthcare facility.</p> <p>Demonstrated ability to lead others in a constructive and inclusive manner while building sustainable collaborative relationships.</p> <p>Understanding of healthcare occupations (preferred).</p>
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### **Licenses and Certificates**

Valid CA Driver's license.
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