

College of the Redwoods

Position Description

Position: Dean	Position Number:
Department: Instruction	FLSA: Exempt
Reports to Vice President	Salary Grade: 131

Summary

Reporting to Vice President, the Dean is charged with providing administrative leadership and discipline level oversight in the credit and non-credit programs under his/her assigned area of responsibility. The Dean will support faculty and staff efforts in the planning and fulfillment of college objectives and goals.

Essential Duties and Responsibilities

- Assist the Vice President by providing leadership in and management of department functions to support the achievement of college educational goals.
- Work with the Vice President to nurture faculty collaboration.
- Provide leadership and education to the college community in their area of responsibility in support of instructional goals.
- Provide the initial and continuing orientation of all faculty members, including assessment and classroom management.
- Coordinate curriculum change proposals.
- Assist faculty in developing new curriculum and curricula changes and oversee the proposals through final approval.
- Recruit, select, orient and evaluate tenure, tenure-track and associate faculty.
- Coordinate associate faculty evaluations with assistance of the fulltime faculty.
- Supervise, manage and direct assigned management and staff personnel.
- Plan, organize and preside at academic division meetings.
- Resolve faculty and student issues.
- Process faculty qualification requests and documents.
- Build a sustainable level of course offerings that best meets student needs.
- Provide administrative oversight for instructional program review and assessment.
- Coordinate the development and implementation of student learning outcomes and assessment at the course, discipline, and program levels.
- Ensure reports are submitted in accordance with integrated planning timelines
- Carry out special assignments as directed by the Vice President.

Qualifications

Knowledge and Skills

- Philosophy, mission, and goals of the community college district
- Student support services and programs, including student recruitment and outreach
- Applicable federal and state regulations pertaining to instruction and each area of

student service

- Student learning outcomes

Abilities

- Work in a positive way with faculty, administration, classified personnel, students, and the public
- Create and maintain a high staff morale to achieve consensus while demonstrating a sensitivity to, and understanding of, the college's diverse populations of students and staff
- Create an environment conducive to the development of instructional and service innovations
- Demonstrate commitment to participatory approaches to governance
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving

Physical Abilities

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Education and Experience

Master's degree or equivalent from an accredited college or university.

Licenses and Certificates

Valid CA Drivers license.
