

PERALTA COMMUNITY COLLEGE DISTRICT - December, 2011

ACADEMIC MANAGEMENT JOB DESCRIPTION

DEAN OF ACADEMIC PATHWAYS and STUDENT SUCCESS

(Management Salary Range 3)

Job Code: 765

CLASS PURPOSE

Under the direction of the Vice President of Instruction, provide leadership in the planning, development, implementation and evaluation of the division's instructional programs, as assigned. Assure compliance with a variety of applicable laws, rules, regulations and requirements related to community college instruction.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Planning, implementation, and coordination of the development of the instructional program
- Lead non-CTE related efforts to develop and sustain revenue-generating fee/non-fee courses, certificates, and degree programs
- Develop and supervise the division's budget
- Participate in the hiring of faculty and classified staff for the division
- Assign teaching loads of faculty and staff in the division
- Supervise the design of new curricular offerings
- Initiate the class schedule for the division
- Assist in the recruitment of students for the college
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing office productivity software applications (i.e., work processing, spreadsheet and database management software) including the Internet.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of state and federal laws, such as Title 5 and Education Code, as well as policies, programs, regulations and services related to student recruitment, admissions, enrollment, retention, financial aid, matriculation, and records management.
- Skill in budget development, maintenance, and reporting related to general fund, grants, and other externally-funded resources.
- Four (4) years of comprehensive and increasingly responsible management experience in instruction, or a related field.
- Skill in oral and written communication, including public speaking and complex reports.
- Skill in training, directing, supervising and evaluating the work of others.
- Proficiency in the use of a variety of computer software and databases and technology related to student and other educational services.
- Commitment to Participatory Governance.
- Effective organizational, communication and public relations skills.

ENVIRONMENTAL DEMANDS

Occasional work performed alone. Constant work around and with other people.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Typical physical abilities for this position are:

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.

Revised: 5-23-13