

**Dean of Instruction**  
**Cerro Coso Community College**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

The Dean of Instruction is responsible to the Executive Vice President, Academic Affairs & Student Services, and has broad accountability, within the participatory governance framework, for planning, directing and evaluating assigned functions associated with maintaining quality instructional and academic programs.

## **Examples of Duties**

1. Interpret and administer District policy regarding assigned academic programs.
2. Interpret and administer College policy with respect to faculty load and scheduling. Provide leadership in the development, revision and interpretation of curriculum, academic programs, catalog and course information.
3. Provide leadership in generating staff development opportunities for faculty and staff.
4. Provide assistance in recruitment, selection, orientation, and evaluation of adjunct faculty in appropriate disciplines.
5. Evaluate the performance of faculty and classified personnel in assigned areas of responsibility.
6. Prepare and monitor administrative budgets and expenditures in consultation with division chairs.
7. Assist in the coordination of fall, spring, summer scheduling and staff assignments for all areas of responsibility.
8. Provide instructional leadership for assigned academic departments and work with department chairs in curriculum maintenance and development in areas of responsibility.

### Examples of Duties (continued)

9. Act as liaison with District, State, and federal governing bodies regarding College programs and practices.
10. Develop program goals and objectives and monitor outcomes.
11. Market the College and specific academic programs to the College community and the general public.
12. Administer grant and program funds to achieve expected outcomes.
13. Serve on College and District committees as appropriate.
14. Other duties as assigned.

### **Minimum Qualifications**

- Master's Degree, preferably in an academic area related to assignment
- Five years of full-time experience in teaching and/or administration, including at least three years of leadership experience reasonably related to the administrative assignment
- Demonstrated sensitivity to and an understanding of the diverse academic socioeconomic culture, ethnic, and disability backgrounds of community college students and employees

#### Desirable

- Earned Doctorate from an accredited institution
- Community college faculty experience

### **Knowledge and Abilities**

#### Knowledge of:

- Mission of the California Community Colleges
- Community college academic and student programs, regulations, and policies
- Principles of employer-employee relations
- Principles of college management
- Use of technology in the delivery of instruction and student services
- Familiarity with distance learning methodologies and management
- Teaching and learning strategies

Knowledge and Abilities (continued)

Ability to:

- Apply and interpret laws, rules and regulations affecting community colleges.
- Formulate policies and procedures.
- Coordinate and facilitate meetings.
- Compile clear, accurate reports and surveys.
- Establish and maintain effective working relationships.
- Effectively communicate both orally and in writing.
- Handle sensitive and complex employee/employer issues consistently and professionally.
- Manage multiple priorities and projects.
- Coordinate and facilitate meetings.
- Establish and maintain effective working relationships.
- Develop, monitor, and administer budgets.

**Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom-Less than 25 percent = 1      Often – 51-75 percent = 3  
Occasional 25-50 percent = 2      Very Frequent – 76 percent and above = 4

<b>Ratings</b>	<b>Essential Physical Requirements</b>
4	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
3	Ability to operate office equipment.

## Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)