



JOB TITLE: ASSOCIATE DEAN

Classification:	Academic Administrator	Retirement Type:	STRS*
Salary Range:	13	Board Approved:	May 16, 2005

BASIC FUNCTION:

Under the direction of a Dean, assist in the administration of the assigned division with the development, oversight and operations of the division and its academic programs with implementing faculty and administrative policies.

REPRESENTATIVE DUTIES:

Assist the Dean with leading the assigned division.

Work directly with diverse faculty and staff to support the efforts of the Dean in the development and maintenance of academic programs, curriculum and schedules.

Address student petitions, complaints and requests in accordance with El Camino College policies.

Recommend and participate in the development of policy, as necessary, for the District to implement, evaluate, augment, and respond outreach and non-traditional programs and services and needs.

Directly interact with students, faculty, staff, and advisory councils and/or groups.

Represent the Dean in his or her absence at college meetings, committees, and other official functions.

Work closely with applicable stakeholders in developing proposals for grants and contract support.

Organize committees for hiring faculty and staff and ensuring compliance with District personnel policies, procedures, and practices.

Assist the Dean with supervising and evaluating faculty and staff.

Handle personnel issues and adjudicate faculty, staff and student concerns.

Work cooperatively with other administrators and supervisors to coordinate programs and services to meet student needs, and resolve conflicts and issues within the division and between divisions.

Perform assigned program management responsibilities.

Assist the Dean with managing the division's fiscal resources responsibly.

Assist with developing division long-range plans, goals, and objectives.

Perform related duties as assigned.

JOB QUALIFICATIONS:Education and Experience:

Requires a Master's degree or the equivalent* and three years of full-time teaching/counseling or related experience, and one year of formal training or leadership experience related to the administrator's assignment.

Must be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.

* Equivalency to be determined using the El Camino College District Board Policy 4119, Equivalence to the Minimum Qualifications.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Must understand and practice the principles of administration and supervision.

Be able to plan and organize work.

Assess and evaluate programs and personnel.

Abilities/Skills:

Effectively communicate orally and in writing.

Work cooperatively with others.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.