



## DEAN OF INSTRUCTION

Classification: Educational Administrator  
Salary Range: 16

Retirement Type: STRS\*  
Revised/Board Approval: June 17, 2024

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### **KEY ROLES/RESPONSIBILITIES**

Under direction of the Vice President of Academic Affairs, exercise overall leadership of the assigned instructional division providing administrative supervision over assigned positions. Provide vision and leadership to develop, organize and implement the Division's goals and objectives; plan, develop, organize schedule, direct, improve and evaluate the division's programs, services, and activities; and provide oversight, development, and coordination of all elements of the instructional disciplines assigned.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned faculty and staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

### **SUPERVISION RECEIVED and EXERCISED**

- Receive general direction from the Vice President of Academic Affairs.
- Supervise, motivate, and evaluate the performance of assigned faculty and staff, interview and select employees; recommend promotions, transfers, reassignment, termination, and disciplinary actions to the assigned reporting level.
- Review and recommend staffing patterns, approve goals and performance objectives for personnel.
- Provide consistent direction in administering the collective bargaining agreements with faculty and classified employees; understand and interpret agreements for faculty and staff as directed.
- Foster a culture of sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, ethnic backgrounds and disabilities of community college students, faculty, and staff.

### **REPRESENTATIVE DUTIES**

*The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

## **I. LEADERSHIP**

1. Lead, direct, and manage the planning, development, organization, scheduling, direction, performance, and evaluation of programs and services of assigned division and departments. Articulate a clear vision of assigned areas, including services, applications, and benefits provided. Lead and manage change within assigned instructional division and departments and across the Area as directed.
2. Demonstrate effective leadership in long-range planning, program review, and resource development activities. Promote transparency within and among assigned division and departments.
3. Participate actively in the life of the College, including operational processes and initiatives, by serving on or leading College committees, workgroups, task forces, and councils as assigned.
4. Strengthen quality educational and support services to promote and empower student learning, success, and self-advocacy. Prepare and implement the division's budget.
5. Provide vision, leadership, and advocacy to enhance innovation and participation in issues related to areas of assignment to ensure ongoing sustainability of the College.
6. Encourage faculty to support student learning using a variety of effective instructional methods, educational technologies, and college resources.
7. Demonstrate full accountability for effective and efficient utilization of resources. Control and authorize expenditures in accordance with established guidelines. Measure and assess outcomes. Identify opportunities for improvement and implement actions to strengthen services to students and the campus community.
8. Support and promote College initiatives including Diversity, Equity, Inclusion, Accessibility, and Anti-racism.
9. Serve as Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

## **II. FUNCTIONAL RESPONSIBILITIES: College Level**

1. Serve as a key advisor to the Vice President on strategic matters related to the assigned instructional division and other administrative concerns. Provide administrative guidance to the Vice President in developing and implementing strategic plans, goals, objectives, policies, and priorities.
2. Provide effective leadership and guidance over all aspects of the areas assigned, including resource planning, budgeting, tracking, and reporting. Provide technical expertise as directed.
3. Provide leadership over, monitor, and improve the delivery of services throughout the areas assigned. Promote an effective work environment that supports high performance teamwork, continuous improvement, and ongoing sustainability of College resources.
4. Foster the fiscal integrity of the College to promote and empower student learning, success, and self-advocacy.
5. Participate in grievances, disciplinary meetings, legal matters, and other employment related activities within areas assigned. Be alert for and effectively manage trouble spots in assigned service areas.

6. Provide timely operational, technical, and financial information to the Vice President and other College administrators, as directed. Interpret routine policies and regulations and recommend appropriate courses of action in unusual and complex circumstances. Demonstrate effective stewardship through continuous monitoring and reporting of resource needs, deployment, and utilization.
7. Ensure that all programs, services, activities, events, and experiences demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, racial, and ethnic backgrounds of community college students, faculty, and staff.

**FUNCTIONAL RESPONSIBILITIES: *Job Level***

1. Provide leadership for program development and work directly with a diverse faculty and staff to plan for curriculum additions, revisions, and deletion; set priorities for resource needs; provide program analysis and multi-year instructional plans and participate in strategic and long-range instructional planning for the College.
2. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs; establish advisory committees as appropriate.
3. Direct special instructional-related services or programs as directed by the Vice President, including grant-funded programs and special projects to support organizational objectives and community partners.
4. Prepare or review documents for program and course development in concert with faculty and coordinators; assure accurate schedules, catalog information and program publicity.
5. Confer with faculty regarding ideas for program improvement to identify resources for development through grants and special projects, including fee-based training programs and noncredit programs.
6. Maintain current knowledge of new developments and innovations in community colleges and higher education; recommend changes to maintain relevance of Division programs and to meet student and community needs.
7. Consult with faculty to design a schedule of classes to meet the needs of a diverse student population, including the offering of courses with in-person, online, and dual enrollment modalities; review assignment of faculty to classes, monitor schedules and workload for accuracy throughout the semester, and promote accurate and timely attendance reporting for all courses offered in the Division.
8. Recommend instructional policy as necessary for the College to properly implement programs and services.
9. Exercise leadership in the development of a division budget and manage financial resources consistent with College policies and sound financial management principles. Allocate and reallocate resources among competing requests for funds.
10. Work cooperatively with other administrators and supervisors to coordinate programs and services across the curriculum and at all locations to meet student needs; work to resolve conflicts and issues within the Division and between divisions.
11. Evaluate and approve requests for conference attendance, travel, supplies, staffing support, equipment orders, field trips, events, and student petitions for waivers and other

academic and/or service requests. Ensure that faculty and staff requests align with the Division's short-term and long-range goals and objectives.

12. Promote proper use and security of assigned facilities, space allocation, equipment, technology licenses, and other District-owned resources. Ensure regular maintenance and updates to comply with health and/or safety regulations. Ensure student and staff safety through the management of effective maintenance of facilities, instructional equipment, hazardous materials handling and proper waste disposal in accordance with College and regulatory requirements.
13. Facilitate partnerships with division faculty, faculty in feeder high schools and four-year transfer institutions; assure maximum course articulation for students.
14. Encourage excellence in teaching; orient new faculty and staff; determine needs for staff development; plan appropriate Division staff development activities including flexible calendar days; contribute to record-keeping for staff development accountability.
15. Analyze requests for staff to meet short and long-term needs and make recommendations to the Vice President.
16. Evaluate managerial, faculty and classified staff; organize committees for the evaluation and selection process and assure compliance with District personnel policies, procedures and practices for the employment of faculty, classified staff, student workers and short-term, temporary and substitute employees.

### **III. RELATIONSHIPS**

1. Develop and enhance partnerships with schools, colleges, universities, businesses, and community-based organizations to respond to the educational, workforce training, and economic development needs of the community.
2. Advance an effective process of collaboration and collegial consultation conducted with integrity and respect to inform and strengthen decision-making.
3. Work closely with other divisions and departments within the Academic Affairs Area and across the College to foster and facilitate a seamless student experience and increase student success.
4. Work cooperatively and communicate effectively with College administrators and staff, representatives of State and federal agencies, educational institutions, social service organizations, community representatives, and others to coordinate and implement assigned programs and activities and provide information to others.
5. Organize and attend a variety of administrative and staff meetings related to strategic planning, budget, advisory committees, and other assigned activities; participate in consultation, shared governance, and appropriate advisory committee meetings. Chair committees as assigned.
6. Maintain and encourage effective communication with assigned staff by holding regular staff meetings. Provide timely information to faculty and staff about issues, programs, and practices affecting the Division, and the College.
7. Network with professional colleagues inside and outside of the College. Attend workshops and professional conferences to stay informed of new developments and technologies; serve on a variety of campus, community, and state committees; meet with representatives of business, industry, and local government, as appropriate.
8. Participate as an active member of the Vice President's management team.

#### **IV. ORGANIZATION MANAGEMENT**

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs and ensure compliance with the College's policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of managerial, faculty, professional, operational, technical, and support personnel as assigned; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results, develop appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Plan for efficient and appropriate use and security of assigned facilities; assure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services in an efficient, organized, and timely manner. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**Education:** A Master's degree or the equivalent from an accredited college or university.

**Experience:** Minimum three (3) full-time equivalent years of post-secondary teaching experience and one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.

#### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license

(Note that for travel reimbursements, a valid California driver's license and successful completion of the District's Defensive Driver Training program is required.)

#### **DESIRED QUALIFICATIONS**

**Desirable Education:** Qualifications to teach in one of the disciplines related to or included in the assigned instructional Division.

**Desirable Experience:** Minimum five (5) years of post-secondary teaching experience in a community college environment, and managerial, supervisory or leadership experience in a community college environment.

Depending on the administrator's assignment, may require specialized subject-related work and/or teaching experience; for example: minimum of two (2) years of work experience in a field related to a field of study within the Division, or five (5) years teaching, administrative or project management experience in a CTE field of study.

**Knowledge/Areas of Expertise: College Level**

- California Education Code, Title 5, Chancellor's Office administrative procedures, Federal laws and regulations and other legal parameters that affect the policies and practices of the College.
- Comprehensive understanding of higher education principles and practices in community colleges, including the mission of the California Community Colleges.
- Community college organization, operations, policies, and objectives, including specific policies and procedures of El Camino College covering the division, departments or units supervised.
- Specific needs and interests of community college students in El Camino College's service area.
- Principles of business administration, management, marketing, and record keeping.
- Effective organizational and management practices pertaining to the analysis and evaluation of projects, programs, policies, procedures, department performance metrics, and operational needs.
- Effective fiscal management strategies, including comprehensive understanding of budget concepts, principles, and practices, and effective budget administration and control.
- Effective financial reporting and record keeping.
- Grant proposal writing and special funding resources applicable to areas supervised.
- Appropriate risk management strategies, safety precautions, and procedures.
- Principles of communicating and collaborating effectively with diverse students, faculty, staff, and administration.
- Effective methods for conflict resolution and crisis management.
- Evaluation and statistical methodology for preparation of statistical research and reports.
- Effective marketing, promotion, and public relations techniques. Preparation, publication, and distribution of informational and promotional materials related to areas assigned.
- Effective written and oral communication skills. Effective interpersonal skills using tact, patience, and courtesy. Effective collaboration, communication, and consensus-building techniques.
- Effective needs assessment methods and project management practices. Effective data management, record-keeping, and reporting techniques. Understanding of key performance indicators, goals, and measurable objectives and how to implement them.
- Effective leadership, administration, organizational planning, supervision, training, and analysis techniques applied to the assigned administrative area. Comprehensive understanding of the principles and practices of effective supervision, training, motivation, and performance evaluation.
- Computer systems and software applications related to areas of assignment, including capabilities and limitations. Modern office practices, procedures, and equipment. Operation of computer, peripherals, and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
- Proficient level operation of a computer and assigned software, including proficient level use of common office software such as: Excel, Access, Word, Outlook, and PowerPoint.
- Technological advancements and their application to the assigned areas of responsibility.

**Knowledge/Areas of Expertise: Job Level**

- Higher education in community colleges, including the mission of the California Community Colleges.
- Relevant legislation, policies, guidelines, requirements and procedures to the disciplines and programmatic areas of the assigned instructional Division, such as individual program accreditation, certification and affiliation requirements, including nursing and other allied health areas; intercollegiate athletic programs and accreditation requirements, including CCCAA guidelines; academic discipline facilities and equipment requirements, including maintenance, and chemical and hazardous waste disposal requirements; specialized facilities requirements and maintenance including performing arts facilities; state guidelines for training in public safety, EMT, paramedic training, fire technology training and academy, Police Officer Safety Training (POST), understanding of county and state mandated policies and procedures in education, training, and certification, etc.; specialized funding source guidelines and procedures, such as the MESA program; and any other relevant policies and procedures for instruction and programmatic offerings within the assigned instructional division.
- Adult learning theory and learning styles.
- Multiple methods of instruction.
- Evaluation methods.
- Curriculum development.
- Course articulation.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.
- Oral and written communication skills.
- Policies and objectives of assigned instructional areas, programs, and activities.

**Abilities/Skills: College Level**

- Represent the College in a manner that reflects a positive image of services and support provided.
- Demonstrate sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students, faculty, and staff. Relate effectively to people of varied academic, cultural, and socioeconomic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain cooperative and effective working relationships with a wide diversity of students, faculty, staff, and community members in an atmosphere of collegial decision-making and consensus-building. Work effectively and collaboratively in a diverse college environment, as well as within a community college system.
- Establish and maintain cooperative and effective working relationships with others. Listen effectively. Communicate respectfully with people of diverse cultures, languages, abilities, etc. Work effectively with others to build consensus and gain cooperation through discussion and persuasion to achieve common goals.
- Provide effective customer service and end-user satisfaction. Respond promptly to requests and inquiries from the public. Effectively resolve complex problems.
- Work independently with limited administrative oversight and direction. Adhere to ethical principles and practices, consistently exercise good judgment, and make effective decisions. Demonstrate flexibility and creativity in accomplishing work and resolving problems.

- Meet assigned schedules and timelines. Effectively manage the stress of working under tight timelines.
- Maintain confidentiality and act with discretion. Maintain the security of confidential materials.
- Travel to meetings and events on and off campus as required.
- Utilize effective planning and organizational skills. Analyze problems, identify alternative solutions, anticipate consequences of proposed actions, and implement effective solutions in support of goals.
- Prepare, administer, and control the budget for assigned program areas.
- Chair and participate in a variety of college committees and work groups as directed.
- Read, understand, interpret, and apply technical and legal information effectively. Analyze, interpret, communicate, and enforce applicable federal, state, and local laws, regulations, rules, policies, administrative data, and related materials. Interpret, apply, and explain rules, regulations, policies, and procedures in a variety of procedural situations for areas assigned.
- Collect, compile, and analyze data. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports and files related to assigned activities. Prepare and maintain accurate and detailed records and reports related to the area supervised. Prepare analytical reports, proposals and other written plans for the College, Board of Trustees, Chancellor's Office, and other outside agencies as assigned. Assist in related research and evaluation activities as required.
- Utilize effective oral and written communication skills, including business letter writing, report preparation, and public speaking. Utilize appropriate English usage, composition, grammar, spelling, punctuation, and vocabulary.
- Communicate clearly, concisely, and effectively with diverse constituencies within and outside of the College, both orally and in writing. Prepare and present effective oral and written reports, press releases, and promotional materials as required. Prepare and deliver effective presentations as requested.
- Plan, organize, coordinate, and direct work to maximize efficiency and effectiveness. Prepare work plans, implement schedules, and consistently meet reporting timelines. Effectively delegate authority and responsibility. Provide leadership, guidance, and assistance to the functional and operational areas within the assigned divisions and departments.
- Encourage professional excellence among employees and promote an organizational culture of customer service, teamwork, and innovation.
- Effectively train, direct, supervise, motivate, and evaluate the performance of assigned faculty and staff. Facilitate effective staff meetings and group discussions and involve staff in idea generation, goal setting, and decision making.
- Work effectively within a unionized environment.
- Operate a variety of office equipment including a computer. Use automated systems to maintain records, collect data, and generate reports.

**Abilities/Skills: Job Level**

- Plan, organize, develop and evaluate the programs, activities and curriculum of a College instructional division.
- Encourage the development and modification of curriculum by faculty to meet student and community needs.
- Communicate effectively, both verbally and in writing with faculty and staff, students, and community members.



- Work effectively with students, faculty and staff from multi-cultural backgrounds and promote access and equity.
- Present a positive image of the College in the community.
- Train, supervise and evaluate personnel.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work.
- Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.
- Understand the needs of the Division in the context of the overall instructional program and participate with the management team to set goals and priorities for the college as a whole.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision-making.
- Organize multiple projects and carry out required project details throughout the year.
- Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
- Develop grant or special project applications.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

*The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.*

***Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.***

#### **Work Environment**

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. Frequently involves working non-standard, evening, and weekend hours.

#### **Physical Demands**

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

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