

DECEMBER 2020
FLSA: EXEMPT
SALARY GRADE: Z
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DEAN OF INSTRUCTION (COMMUNICATIONS AND LIBERAL ARTS)

BASIC FUNCTION: Under the direction of the Vice President, Academic Affairs, serves as the academic officer and provides administrative management and direction to assigned academic programs; and directs the associated programs, services, performances, and functions associated with each school, department, and discipline.

SUPERVISORY RESPONSIBILITIES: Supervises and directs academic departments, program directors, department chairs, faculty, classified staff and student employees.

REPRESENTATIVE DUTIES (Illustrative Only): The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Directs the development and modification of educational programs in all disciplines under the area of supervision and advises the college Vice President regarding budgets, planning, coordinating, and evaluating education programs.
2. Prepares reports as needed related to college curriculum, enrollment management, and instructional policies.
3. Supervises and evaluates assigned staff; establishes goals and objectives for assigned areas of responsibility in concert with the strategic plan and program review.
4. Determines the departments' budget needs in conjunction with chairs and faculty; supervises and monitors the budget and expenditures in all areas of basic function; and optimizes the use of the District's resources for instructional facilities and staff.
5. Prepares reports, as needed, related to college curriculum, enrollment management, and instructional policies; assists in the development of the college catalog, class schedules, and other publications and assigns FTES under fiscal and educational (Enrollment Management Plan) policies.
6. Meets with students and faculty to resolve and arbitrate conflicts and issues.
7. Directs the development of new programs and curricula in conjunction with department chairs and faculty; serves as the administrative lead for annual and long-range integrated strategic planning and serves in the college enrollment management plan and the accreditation processes.
8. Leads the search for alternate resources for programs through grants, foundations and fund-raising activities; strengthens existing partnerships and extends new partnerships with school districts, four-year institutions, industry and with regional and national professional organizations.
9. Provides opportunities for staff and faculty development.
10. Represents the assigned academic programs, the college and the district at state and national levels.
11. Performs other duties, related to the position, as assigned.

QUALIFICATIONS

Knowledge Of:

1. Higher education in community colleges;
2. Applicable laws, codes, regulations and District policies and procedures;
3. Current principles and practices of administration, supervision and training;

4. Budget preparation and processes;
5. Curriculum development; policies, objectives and contemporary practices in the core areas of the position.

Ability To:

1. Communicate effectively, both orally and in writing; manage staff; work collaboratively with other administrators, and academic department chairs and faculty;
2. Work effectively in shared governance and consensus building settings; analyze situations accurately and adopt an effective course of action;
3. Evaluate and support faculty recommendations for program improvements or new service efforts;
4. Promote diversity inclusion, equity and academic excellence;
5. Advocate for the academic programs to which assigned;
6. Identify alternate funding resources and develop grant or special projects applications;
7. Maintain an understanding of current ideas, research, and best practices pertaining to the areas of responsibilities.

Education and Experience: A master's degree from an accredited institution in any of the core disciplines of languages, humanities, or social sciences; and experience that includes four years of full-time teaching experience and three years of postsecondary senior leadership experience.

A doctorate degree and teaching, curriculum, and administrative experience in the core areas of the position are highly preferred.

Licenses/Certification Required: None.

PHYSICAL DEMANDS: Primary functions require sufficient physical ability and mobility to work in an office setting.

ENVIRONMENTAL CONDITIONS: Work is performed in a normal office environment,

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a)

CONTACTS: Co-workers, President, Vice Presidents, Vice Chancellor for Educational Services, Instructional Deans, faculty, staff, and the general public.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.