

SENIOR DEAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Officials/Administrators	Management	M9	3/24/11	Academic Administrator	1 of 2

DEFINITION: Under administrative direction of a college-level or District-level executive manager, oversees the work of lower level managers and/or major college instructional, student services and/or support programs. Manages and evaluates assigned managers, directors, supervisors, faculty and staff, in conformance with appropriate policies and procedures. Carries out complex projects and special programs.

DISTINGUISHING CHARACTERISTICS: A Senior Dean can have multiple major programs reporting to the position and may supervise assigned managers. The Executive Dean classification is reserved for the oversight of major college-wide or Districtwide programs, projects or large off-campus centers.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Provides vision and leadership for a diverse, dynamic and innovative community of managers, faculty, staff and students.
- Provides year-round leadership, management, participation and development of major instructional, student services and/or support programs.
- Assists in the hiring process of management, faculty and classified staff.
- Manages assigned managers, faculty, classified and supervisory staff.
- Assists in the training of assigned managers, supervisory, faculty and classified staff.
- Evaluates assigned managers, supervisors and classified staff.
- Assists in the evaluation of faculty.
- Administers assigned major program area budgets.
- Provides leadership for, assists and/or prepares instructional, student services and/or support program research, reports and program evaluations as needed.
- Manages and implements major regular and specially funded projects and programs in the instructional, student, and/or support services areas.
- Develops and/or assists with the creation of policies, regulations, and procedures for managing a college's educational, student and/or support services programs in accordance with college and District mission and goals.
- Facilitates grant applications for assigned divisions or major program areas, manages grants, and prepares required reports.
- Serves as liaison with other college program areas and services advisory committees, individual students and student groups, and appropriate university, school and other off-campus and community groups.
- Serves on college and district committees as assigned.
- Organizes, manages and participates in the annual planning and budgeting process in cooperation with managers, supervisors, faculty, and classified staff and in concert with college goals for assigned divisions and/or major program areas.
- Manages the approved annual budget for assigned area.
- Responds to and seeks resolution of complaints arising from assigned divisions and major program area activities, including participating in the process of collective bargaining contract grievances.
- Provides leadership for and assists with college or District program reviews.
- Assists in accreditation process.
- Supports a climate that promotes innovation and improved service to students and the community; cooperates with area staff and other managers to develop processes that are student friendly and supportive of student success.
- Manages and participates in the continued evaluation and improvement of the assigned areas' instructional, student and/or support services programs.
- Promotes the assessment of student outcomes in order to determine the effectiveness of student learning and student development programs in assigned areas.
- Assists in the coordination of area programs with those of other institutions and in the development of partnerships with external agencies.



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- Actively participates in and supports college and District shared governance components and activities and other collaborative processes.
- Employs appropriate techniques and strategies to resolve disputes and to enhance communication and cooperation among the members of the college and District communities.
- Interpret and analyze appropriate laws, policies, rules and procedures to determine impact on assigned instructional, student and/or support services program areas and oversee compliance and reporting strategies.
- Travels throughout the District in carrying out responsibilities and functions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Computer-based technology for management of assigned divisions/areas and for instructional, student and/or support services; the goals of shared governance; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and college laws, rules and regulations, and collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs such as word processing, spreadsheets, presentation programs and databases; report and presentation writing.

Ability To: Organize, implement and direct complex management activities in the areas of instructional, student and/or support services; make appropriate judgments and decision weighing the relative costs and benefits of potential actions; perceive when important changes are needed in the delivery of services or in the management of programs; effectively communicate orally and in writing; use personal computers utilizing various software applications (i.e., word processing, spreadsheet, presentation programs and database management) including the Internet; work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the college, the District, and the assigned major program areas; communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate sensitivity to and ability to work with the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Earned master's degree or equivalent from an accredited college or university.

Experience: Equivalent to at least three years of full-time management experience overseeing instructional, student and/or support services programs in an institution of higher education.

License/Certification: Ability to obtain a valid Class C California Driver's License.

Desirable Qualifications: Depending on the vacancy, additional job-specific desirable qualifications may be requested with the approval of the Human Resources Department.

Actions: Newly created classification adopted by the Governing Board on 10/24/01.
Revised 3/23/11.