



EL CAMINO COLLEGE COMPTON CENTER
DEAN OF STUDENT LEARNING

FLSA: EXEMPT

POSITION DESCRIPTION

Under the direction of the Vice President of Compton Center, plan, organize, and direct the operations of a major instructional division; provide leadership to deliver an integrated instructional program that includes basic skills, academic and occupational education, and transfer courses and meets the diverse needs of the students and community; administer, supervise and evaluate the performance of assigned academic and support personnel; evaluate educational programs, courses and services that are related student success.

ESSENTIAL DUTIES/FUNCTIONS

- Plan, develop and recommend and administer policies and procedures related to Academic Affairs.
- Provide leadership, oversight and administrative support for assigned programs and services within the instructional division, as assigned.
- Provide strategic leadership, and technical assistance to assigned instructional and student support departments to improve and develop curricula and opportunities according to student needs.
- Work cooperatively with other administrators and supervisors to coordinate programs and services across the curriculum to meet student needs; resolve conflicts and issues within the division and between divisions.
- Assist in the coordination and implementation of all components of the Center's Student Success Plan to ensure student success.
- Assure compliance with all applicable laws, rules, regulations, accreditation standards and requirements for assigned area.
- Coordinate with other academic administrators and administrators from the Student Affairs areas for the effective operation of both academic and student services.
- Assist direct reports and the Vice President in the resolution of student, faculty, and public concerns related to assigned areas; ensure that the Vice President is informed of these concerns in a timely manner.
- Plan, implement and evaluate activities to ensure programs and support services are regularly assessed for evidence on student achievement and student learning, particularly in terms of student outcomes and adherence to accreditation standards.
- Consult with faculty to design a schedule of classes including mode of delivery to meet the needs of a diverse student population; review assignment of faculty to classes, monitor

schedules and workload for accuracy throughout the semester, and assure accurate and timely attendance reporting for all courses offered in the division.

- Use the Education Master Plan and other relevant data resources to identify and plan for future academic and occupational programs.
- Assist in the development of the college catalog, class schedules, and other publications.
- Work with faculty to ensure all programs within assigned area of responsibility meet requirements for all college planning and evaluation activities, including but not limited to program review, accreditation, resource allocation and student learning outcomes and assessments.
- Prepare and administer annual budget for assigned instructional areas; makes recommendations to meet the educational and support needs of students; review and approve expenditures according to established District policies and procedures.
- Assure proper use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations.
- 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.
- Facilitate partnerships with Division faculty, faculty in feeder high schools, four-year transfer institutions, and business and industry.
- Evaluate assigned personnel; organize committees for the hiring process and assure compliance with District personnel policies, procedures and practices for the employment of faculty, classified staff, student workers and temporary employees; provide for the orientation and professional development of assigned personnel.
- 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.
- Supervise the preparation and maintenance of a variety of narrative and statistical reports, records, and files pertaining to assigned activities and personnel.
- Lead or participate in committees, initiatives, or teams as assigned; be responsible and accountable for completion of assigned tasks.
- Lead and maintain state-of-the-art practices, keeping abreast of current trends in the field or integrated instructional practices among disciplines.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE

- Master's degree from an accredited institution
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment

- Teaching experience at the post-secondary level
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

DESIRABLE QUALIFICATIONS

- Earned doctorate from an accredited institution
- Background in a discipline within the assigned area
- Demonstrated ability to develop and maintain effective programs and services in a collegial atmosphere.
- Demonstrated strong interpersonal skills.

Knowledge of

- Principles and practices of leadership, management, and supervision.
- Purpose, mission, and goals of California Community Colleges.
- Adult learning theory and learning styles.
- Methods of instruction including distance learning.
- State Education code sections and regulations, federal laws and regulations, and district policies related to community college instruction and matriculation.
- Laws, regulations, restrictions and requirements related to area of assignment.
- Goals and objectives of District's Education Master Plan.
- Community college curricula and the curriculum development process.
- Budget preparation, implementation and administration.
- Collective bargaining contract negotiations and administration.
- Interpersonal skills including tact, patience, and diplomacy.
- Oral and written communication skills.

Ability to

- Provide leadership, direction, and support to academic and classified staff involved in assigned programs and services.
- Plan, organize, direct, review and evaluate the development, implementation and evaluation of the Center's instructional programs and/or support services.
- Develop and modify curriculum 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.
- Maintain current knowledge of trends and technological advancements in assigned areas of responsibility.
- Select, assign, orient, train, supervise, counsel, discipline, and evaluate the performance of employees.
- 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.

- Assure timely and accurate preparation and submittal of comprehensive statistical reports as required.
- Plan and organize work.
- 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 District 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 projects applications.