



## **Executive Dean**

### **Management Range: 25**

Board Approved: 06/11/26  
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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the general direction of the college president or designee, the Executive Dean oversees major college-wide programs, academic departments, projects, or large off-campus centers.

The Executive Dean ensures that programs are learning-centered, culturally responsive, and aligned with the district's and/or college's commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), while maintaining compliance with state and federal regulations and supporting institutional budgetary goals.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Provides executive leadership, vision, and strategic direction for assigned divisions, departments, programs, services, initiatives, and operations in support of student success, institutional effectiveness, equitable outcomes, innovation, and continuous improvement.
2. Plans, organizes, directs, and evaluates the operations, services, personnel, resources, and activities within assigned areas; develops and implements goals, objectives, policies, procedures, operational standards, and strategic initiatives consistent with College and District priorities.
3. Provides leadership for the development, implementation, evaluation, and continuous improvement of instructional, student services, workforce, and support programs and services to ensure responsiveness to student, workforce, and community needs.
4. Leads enrollment management planning and related initiatives within assigned areas, including schedule development, productivity, student access, retention, completion, program viability, and efficient allocation of resources.
5. Promotes and supports innovation, instructional technology, digital learning initiatives, and effective service delivery models that enhance student learning, engagement, access, and operational effectiveness.
6. Provides leadership for program review, accreditation, institutional planning, student learning outcomes assessment, and program evaluation activities within assigned areas; utilizes data and assessment results to support planning, compliance, and continuous improvement.
7. Develops, administers, and monitors assigned budgets, grants, specially funded programs, and other fiscal resources; oversees financial planning, resource allocation, reporting, and compliance activities consistent with College and District fiscal goals.
8. Provides executive oversight and leadership for assigned personnel, including managers, faculty, and classified staff; supports recruitment, training, mentorship, professional development, performance management, and evaluation processes.
9. Collaborates with faculty chairs, managers, faculty, classified professionals, and other stakeholders to support effective program operations, department scheduling, instructional and student support planning, and adherence to established policies, procedures, and standards.



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10. Develops and implements policies, procedures, operational practices, and service delivery strategies designed to improve efficiency, effectiveness, compliance, communication, and student-centered services within assigned areas.
11. Responds to and assists in the resolution of complaints, grievances, disputes, and sensitive issues arising within assigned areas; applies effective problem-solving, communication, and conflict resolution strategies consistent with applicable laws, policies, and collective bargaining agreements.
12. Interprets, analyzes, and ensures compliance with applicable federal and state laws, regulations, accreditation standards, collective bargaining agreements, policies, and administrative procedures related to assigned areas and programs.
13. Develops and maintains collaborative partnerships with educational institutions, K–12 districts, employers, governmental agencies, community organizations, and external stakeholders to support educational opportunities, workforce development, and student success initiatives.
14. Represents the College and District on committees, task forces, professional organizations, community groups, and interagency initiatives; actively participates in and supports participatory governance and collaborative decision-making processes.
15. Leads and manages major College-wide, District-wide, and externally funded programs, initiatives, projects, and operational activities, including associated implementation, reporting, training, and staff development activities; as assigned, assumes primary responsibility for the administration, operations, programs, services, personnel, and resource management of an assigned off-campus center or major operational area.
16. Participates in and/or attends institutional functions related to the instructional and student services programs, such as convocations, student performances, sporting competitions, and other related events.
17. Upholds professional standards of behavior and ethics in support of the institution's published mission, tenets and values.
18. Other related duties as assigned or as unique to the assigned area.

## **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Principles, practices, trends, and theories of higher education administration, teaching and learning, student success, and community college operations.
- Philosophy, mission, organization, goals, and functions of the California Community College system, including instructional, student services, workforce development, and support programs.
- Principles and practices of leadership, supervision, organizational development, strategic planning, program administration, and personnel management.
- Principles and practices of budget development, fiscal management, resource allocation, grant administration, and financial planning.
- Principles and methods of program review, accreditation, institutional planning, student learning outcomes assessment, data analysis, and program evaluation.



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- Enrollment management principles and practices, including scheduling, productivity, retention, student access, and resource utilization.
- Current trends, technologies, and best practices related to instructional technology, digital learning, and innovative service delivery models.
- Applicable federal, state, and local laws, regulations, accreditation standards, Education Code, Title 5 requirements, collective bargaining agreements, and District policies and procedures related to assigned areas.
- State reporting systems, institutional research methods, and reporting requirements applicable to California community colleges.
- Principles and practices of participatory governance, collaborative decision-making, and labor relations in a community college environment.
- Workforce, educational, and community needs and trends affecting community college programs and services.

### **Ability to:**

- Plan, organize, coordinate, direct, and evaluate the activities, personnel, services, budgets, and resources of assigned divisions, departments, and major program areas.
- Develop, implement, and evaluate comprehensive plans, strategic initiatives, policies, and operational practices that support institutional priorities, student success, enrollment management, and community needs.
- Analyze complex issues, interpret data and regulations, identify solutions, and implement effective recommendations and continuous improvement strategies.
- Lead organizational change, innovation, instructional technology initiatives, and operational improvements in support of student learning and institutional effectiveness.
- Develop and maintain collaborative partnerships with educational institutions, governmental agencies, employers, community organizations, and external stakeholders.
- Interpret and apply applicable laws, regulations, accreditation standards, collective bargaining agreements, policies, and administrative procedures.
- Effectively resolve conflicts, reconcile divergent viewpoints, and facilitate collaborative problem-solving and decision-making processes.
- Communicate effectively and professionally, both orally and in writing, with diverse constituencies including administrators, faculty, staff, students, and community representatives.
- Work effectively and collaboratively with individuals at all levels of the organization and demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education:**

- Possession of a Master's degree or equivalent.



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### **Experience:**

- Five (5) years of increasingly responsible leadership or administrative experience in higher education, reasonably related to the administrator's assignment, including responsibility for program administration, personnel supervision, strategic planning, budget oversight, and operational management.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students and staff, including individuals with varied learning needs and physical conditions.

### **Desired Qualifications**

- Demonstrated experience leading complex instructional, student services, workforce, or support programs and initiatives in a college or university setting.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with regular interaction with administrators, faculty, staff, students, and the public; requires frequent travel throughout the District and occasional travel to off-site meetings, conferences, community events, and partner locations.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.