

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DEAN OF INSTRUCTION AND ECONOMIC DEVELOPMENT

DEFINITION:

Under the direction of the Vice President of Instruction, the Dean of Instruction and Economic Development administers, directs and supervises the overall instructional evening, weekend and summer program and communicates college policies to assigned staff; oversees the development of the college catalog and class schedules; works with the Vice President of Instruction, other instructional management personnel and department heads/coordinators. Plans, organizes, implements, manages and evaluates the workforce and economic development programs in accordance with the mission of the college; develops linkages with local businesses, industries and community groups; and accesses, promotes and implements training.

EXAMPLES OF DUTIES:

1. Supervises student services and business activities of the college during the evening, weekends and summer session.
2. Plans, organizes and implements evening, weekend, summer, off-campus and distributed educational programs in support of the goals and needs of the college and the community.
3. Serves as chief administrator of the college during evening hours and summer session in the absence of the President and Vice President of Instruction.
4. Supervises and evaluates the performance of faculty and staff and participates in the hiring process.
5. Facilitates the resolution of student, instructor and staff complaints related to instruction..
6. Serves as a representative on the Curriculum Committee reviewing curriculum proposals, actively participating in the evaluation of new and revised course proposals and the content review process.
7. In conjunction with the Staff Development/Flex Committee, organizes programs conferences and workshops, as needed, to orient new and continuing faculty, staff and managers.
8. Serves on the Instructional Council, Planning Committee, Staff Development/Flex Committee, Distributed Education Committee, Catalog Committee, Professional Development Center Council and other committees as assigned by the vice President of Instruction.
9. Assists in interpreting and promoting college programs to the public through community contacts.
10. Serves as the administrator chiefly responsible for the development, administration, supervision and evaluation of workforce and economic development programs of the college and works collaboratively with the regular occupational education program.
11. Coordinates a college response to meet workforce needs that attracts, retains and expands business.
12. Organizes and implements credit, non-credit and not-for-credit (fee based) courses and programs for employee training, upgrade, or retraining; develops customized programs utilizing campus and off-campus facilities.
13. Serves as a liaison for workforce and economic development with local businesses, industries, agencies, organizations and the State Chancellor's Office; maintains active involvement at regional, state and national level.

14. Identifies sources of grants, contracts, and/or special project funding responding to requests for proposals. Coordinates and monitors projects.
15. Responsible for budget development, management, and reporting as required by the college, district, state and federal rules and regulations.
16. Prepares a wide variety of regular and special reports related to instruction, workforce and economic development.
17. Maintains an awareness through continuing study of ideas and research pertaining to the community college, workforce and economic development and exercises initiative in implementing and recommending changes that will improve the operation of the college and its programs.
18. Coordinates special projects as assigned by the Vice President of Instruction.
19. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

- Possession of a Master's Degree from an accredited college or university.
- Three years of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment in education;
- A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

KNOWLEDGE AND ABILITIES

Knowledge

Extensive knowledge of the principles, practices and theories of higher education; the philosophy, objectives and functions of California Community Colleges; demonstrated knowledge in the areas of management, communication and organization. Thorough knowledge of federal, state, and county regulations as they relate to community college programs; budget development and management; program planning and evaluation; state reporting systems and procedures; and local community needs.

Ability

Ability to plan, organize, direct and evaluate the activities, programs and personnel of the instructional programs, distributed education, and workforce and economic development; develop programs to meet present and future needs and interests; communicate effectively both orally and in writing; work effectively with people at all levels of the organization including management, faculty, staff and students, as well as with members of the community.

Salary Range 21

Board Approved June 20, 2019