

DESERT COMMUNITY COLLEGE DISTRICT

EXECUTIVE DEAN, INSTITUTIONAL EFFECTIVENESS, EDUCATIONAL SERVICES AND PLANNING

THE POSITION

Under the direction of the Executive Vice President, the Executive Dean, Institutional Effectiveness, Educational Services and Planning, serves as a college wide administrative officer responsible for institutional effectiveness functions and operations, instructional/educational support services, enrollment management, coordinating institutional research, planning, accreditation, student learning outcomes, assisting in the advancement of student success and student learning, program and curriculum development, and the promotion and improvement of teaching and learning.

The Executive Dean is responsible for leadership, planning, organizing, directing, supervising, and evaluation of the functions, operations/ activities of the Office of Institutional Effectiveness and Educational Support Services. The Executive Dean provides opportunity for involvement by staff, as appropriate, in consideration and discussion of the development of policy, procedures, and programs. The leadership, supervision, planning, implementation and coordination responsibilities entail working with managers, faculty, staff, students, and appropriate college committees, councils and task forces in a collegial manner to assure that the instructional goals and delivery systems are meeting student-learning needs, advancing student success, and are in consonance with College goals and objectives. The Executive Dean should function effectively as a member of an administrative team; should work well with and evidence sensitivity towards persons at all levels of the college.

REPRESENTATIVE DUTIES

1. Provide leadership for and administration of the Office of Institutional Effectiveness and Educational Support Services.
2. Plan, organize, direct, and coordinate the college's planning and institutional effectiveness functions and operations. Develop, coordinate, and maintain an annual calendar of institutional planning activities and milestones.
3. Provide administrative leadership and oversight for implementation of enrollment management strategies/initiatives/efficiencies. Facilitate the development of college FTES and other targets based on financial and enrollment goals.
4. Provide administrative leadership and supervision of the Associate Dean of Learning Resources and Distance Education and the Chief Technology Officer. Provide for the orientation, in service training, professional development of administrative, faculty, and staff personnel, for areas of responsibility. Train, supervise, evaluate, and directs the work of assigned personnel.
5. Set the institutional research agenda to support the college's planning, implementation, and review of both major goals and operational agendas. Foster the development of a "culture of evidence" in support of student success.
6. Develop, disseminate, and interpret analytical information related to programs, services, and processes and analytics supportive of educational planning, student learning outcomes, enrollment trends, accreditation, and required internal and state/federal external reports.
7. Assess, develop, implement, evaluate strategies to monitor and improve the quality of educational services. Provide for the development and coordination of the college catalog and schedule of classes.
8. Provide leadership for the College's accreditation self-study and may serve as the accreditation liaison officer.

9. Serve as an administrative representative on college curriculum and program review committees. Provide program analysis and assists in program development, planning for curriculum additions, modifications, deletions.
10. Oversee the implementation and tracking of student learning outcome assessments and use of to promote continual improvement of instructional programs. Assist in the development of strategies and activities that encourage and foster innovation in support of student success.
11. Serve as primary lead administrator in preparation of the college's 320-Report(s).
12. Work effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to the community and students.
13. Maintain current knowledge of new developments and innovations in community colleges and higher education in general; recommend changes to maintain relevance of programs and services to meet student and community needs. Plan, implement, and evaluate change with appropriate consultation. Foster a culture of evidence in support of decision reaching processes.
14. Facilitate and enhance governance processes/relationships. Understand and support the role of faculty in participatory governance as delineated in Education Code and Title 5.
15. Prepare, submit, and monitor the annual budget for areas of responsibilities. Manage financial resources consistent with college policies and sound management principles. Develop, prepare, present and submit reports regarding areas of responsibility.
16. Provide for the development, coordination, and implementation of consistent guidelines and practices for areas of responsibility in accordance with Education Code and Title 5 regulations.
17. Serve on committees as appropriate; organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting, and decision-making.
18. Represents, as appropriate, the college to national, state and local agencies, organizations, associations, conferences, and the community.
19. Administers area(s) of responsibility in accordance with college policies, federal, state and local laws, codes and regulations.
20. Coordinates special projects and initiatives as assigned.
21. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Master's degree from an accredited institution, or possession of a valid California Community College Supervisory Credential, **AND** One year of formal training, internship, or leadership experience reasonably related to the administrative assignment. Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

Possession of an earned doctorate degree from an accredited institution. Progressive experience in the administration of educational programs and or support services or reasonably related field in a community college or university environment. Previous experience with enrollment services; curriculum development and innovation; design and implementation of planning, research, and assessment activities related to higher education; utilizing enrollment management in schedule planning; and accreditation self-study and or service on an accreditation evaluation team. General understanding of various facets of information technology and knowledge management support systems; and Student Learning Outcome (SLO) design, development, and or implementation. Demonstrated support for faculty and staff professional development. Commitment to participatory governance and ability to build consensus, resolve difficult issues, and foster a team environment. Demonstrated ability to work effectively and cooperatively with diverse constituencies within a participatory governance environment and to problem solve and make timely, fair, and equitable decisions. Effective oral and written communication skills. Knowledge of computers and computer applications that support management systems and business office functions.

Demonstrated advocacy for students and students' needs and commitment to academic quality and standards.

REQUIRED PROFICIENCIES

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE OF: The Community College role in higher education including the mission of the California Community Colleges and community college instructional programs principles, practices and procedures; current and emerging instructional delivery and support services technologies; curriculum development, course articulation and student matriculation; budget preparation and control; principles and practices of administration, supervision, and training; District organization, operations, policies and objectives; State reporting system and procedure and applicable laws, codes, regulations, policies, and procedures.

ABILITY TO: Plan, organize, develop and evaluate programs, and support services; plan, organize, direct, and evaluate the activities and personnel of the assigned area; develop and evaluate comprehensive plans to meet current and future needs of assigned area; communicate effectively, both verbally and in writing, with faculty and staff, students and community members; train, supervise, and evaluate personnel; apply current and emerging information, networking, and related technologies; develop and effectively manage a budget; interpret, apply and explain rules, regulations, requirements, policies and procedures; work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity; work effectively with personnel at all levels of the college; maintain current knowledge of program rules, regulations, requirements, and restrictions; analyze situations accurately and adopt an effective course of action; plan and organize work; meet schedules and timelines; apply and use effective interpersonal skills using tact, patience and courtesy; challenge and motivate staff, and communicate effectively with a wide range of constituencies; identify resources and develop grant or special project applications; foster shared governance, consensus building, and team approach to management.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Frequent interruptions. Driving a vehicle to conduct work. Some weekends and evening required.

EMPLOYMENT STATUS

Educational Administrator

Leadership Salary Schedule Range XIII
Approved 6/20/13