

## **Associate Dean of Instruction**

### Barstow Community College District

#### JOB DESCRIPTION

This is a full-time, 12-month, certificated management position, indexed to placement on the Administrative and Management Salary Schedule at a Range 16

Under the direction of the Dean of Instruction, the Associate Dean of Instruction has the primary responsibility for providing vision, leadership, and management of programs and services designed to facilitate student learning and promote student success. These programs include library services, tutoring services, early alert, course-embedded academic supports, supplemental instruction, technical skills orientations & workshops. The Associate Dean of Instruction will support the Dean of Instruction with overseeing faculty, evaluations and scheduling.

#### **REPRESENTATIVE DUTIES**

1. Oversee the development and implementation of innovative strategies to support student learning and retention through graduation.
2. Collaborate with faculty in their academic departments to develop strategies to support students in all modalities. The Associate Dean of Instruction will stay informed in regards to assembly bills and basic skills requirements.
3. Implement and oversee the Early Alert program. Train faculty and staff who will utilize the Early Alert program to improve student and course success and reach campus metrics of improvements, Collect data and work with the Research Department to develop surveys.
4. Develop a comprehensive tutor training program and expand other academic support programs. These programs would include supplemental instruction, structured study hall, academic skills workshops, early alert program, and other ongoing academic support services.
5. Recruit, hire, supervise, evaluate, coordinate, train and schedule the workload for assigned staff, faculty, teaching assistants, and temporary workers.
6. Develop support services to the dual/concurrent enrollment program by providing specific and relevant tutoring programs. Provide academic support services for these students that build connections with the college and the community.
7. In collaboration with the Dean of Instruction, assist with faculty and classified evaluations each semester.
8. In collaboration with the Librarian, the Associate Dean of Instruction will be responsible for efficient management of the Library, operations, budget development, program review, and supervision of the library staff, including overseeing the effective collection of noncredit apportionment.
9. Oversee the Teaching and Learning Support Center (TLSC), including operations, budget, supervision of TLSC staff, and the effective coordination of academic support services at Barstow College Community.
10. In collaboration with the Dean of Instruction, assist with building the instruction schedule for faculty. In addition to the master schedule, build the Teaching and Learning Support Center faculty schedule for tutoring and workshops.

11. Collaborate with faculty to effectively build a schedule each semester to connect classroom instruction, and learning to the Library and the TLSC.
12. Develop appropriate initiatives to meet the student's and faculty's needs, and to assist the College in achieving its mission and vision.
13. Collaborate with other departments to identify faculty-led tutorial activities that meet identified student needs.
14. In collaboration with the Librarian, assess, monitor and evaluate the needs of the Library, including the development and implementation of policies and procedures, as well as establishing measurable outcomes.
15. Participate in an on-going planning process that includes specific goals, objectives, activities, and time frames; assist in the development of the Library and the TLSC annual budgets; develop annual goals and action plans
16. Collaborate with the Librarian to develop an annual program review, including necessary changes to keep program current with District policy and state/federal mandates
17. Attend relevant professional development training, statewide meetings, and activities related to assigned area.
18. Ensures compliance with Education Code, Board policies, federal and state laws and regulations, College policies and accreditation requirements.
19. In collaboration with the Director of Research, Development & Planning, prepare annual surveys for students for program review, and submit reports and surveys to the Chancellor's Office and other agencies, as appropriate.
20. Collaborate with the Public Information Office (PIO) to develop outreach and publicity efforts to create awareness of Library and TLSC services through a variety of communication channels and methods; collaborate with relevant departments to promote the Library and the TLSC.
21. Collaborate with the appropriate departments to develop, implement, and maintain a plan for securing, maintaining, updating, and replacing computer equipment, software, and testing materials; implement security and test monitoring procedures for all proctored exams and materials to ensure the integrity of test instruments and student results.
22. Collaborate with the faculty to develop and provide opportunities to share best practices in teaching and learning.
23. Participate in and/or chair various District committees as assigned, to support academic support services.
24. Remain current on research, best practices and new initiatives regarding library services, tutoring, testing, proctoring, and learning support; provide related professional development for faculty, staff, and student workers through classes, workshops, video modules, and one-on-one training as appropriate.
25. Utilize campus systems to refer students for academic or mental health counseling needs, and/or link students to other campus services as needed.
26. In collaboration with all departments, , provide academic support services for all locations of Barstow Community College, including Fort Irwin.
27. Perform other duties as assigned

## **QUALIFICATIONS**

Education/Training: A master's degree from an accredited college or university in an area appropriate to the responsibilities of the position

### **Experience:**

- One year of training, internship, or leadership experience reasonably related to the administrative assignment.
- Two or more years in a higher education environment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

### **Knowledge Of:**

- Higher education in community colleges, including the mission of the California Community Colleges
- Principles and practices of tutoring, training, supplemental instruction, learning resources, administration, general management, and supervision
- Interpersonal skills using tact, patience and courtesy
- Adult learning theory and practices which promote effective teaching and learning
- Instructional technology and active learning strategies
- Education Code, Title 5; District policies and procedures
- Current office and educational computer software
- Budget practices
- Staff and organizational development models
- Policies and objectives of assigned program and activities

### **Ability To:**

- Plan, organize, develop, implement, and evaluate programs and services
  - Manage faculty and staff
  - Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students
  - Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community
  - Serve as an effective leadership team member
  - Prepare and submit reports to supervisors and reporting agencies
  - Communicate effectively both orally and in writing
  - Work effectively with students, faculty and staff from diverse backgrounds and promote access and equity
  - Demonstrate an understanding and sensitivity to the needs of diverse students, especially those from traditionally disadvantaged backgrounds
  - Utilize computer technology and appropriate software programs
  - Demonstrate organizational skills and initiative
  - Engage in creative problem solving
- Board Approved: