



JOB DESCRIPTION

POSITION TITLE:	ACADEMIC DEAN AND DIRECTOR OF DEVELOPMENTAL PROGRAMS
DEPARTMENT:	Instructional Services
FLSA:	Exempt
REPORT TO:	Vice President of Instructional Services
POSITION SUMMARY:	Provides leadership for academic and developmental programs. Plans, recommends and monitors appropriate institutional budgets, Works with faculty and staff to create a professional, learning environment where faculty and students are encouraged and supported to excel.

ESSENTIAL JOB FUNCTIONS:

1. Advises the President on academic affairs in support of the institution's mission, vision, and goals
2. Supervises the organization and implementation of all instructional services
3. Sets educational standards and goals and guides the establishment of policies, procedures and guidelines for implementation of a sound educational programs
4. Assists in the development of the Institutional Management Plan
5. Oversees the periodic instructional program reviews
6. Orients new staff and faculty member to College policies, rules, regulations, and procedures
7. Oversees the extended day programs with assistant from instructional administrators
8. Recruits faculty and staff of the instructional and Library Services areas
9. Serves as Ex-officio in the screening, interviewing, and recommending processes for the employment of faculty, instructional staff, and other College personnel
10. Assumes responsibility for maintaining all academic accreditation standards or other standards affecting the academic instructional area
11. Develops long and short term strategic plans for academic programs
12. Facilitates faculty development in conjunction with appropriate administrators
13. Supervises and evaluates instructional services administrative staff
14. Represents the college in at postsecondary meetings and related conferences and functions
15. Writes proposals for funding opportunities and supervises selective approved grants
16. Supervises budget preparation for all instructional services units and subunits
17. Confers with deans, associate deans, and departmental chairperson concerning selection of curricular offerings and number of sections to be offered each semester
18. Assumes responsibility for all Standing Committees of the college and serves as Ex-officio
19. Works with the senior level instructional staff and departmental chairpersons to evaluate the total instructional program and devise methods for continuous improvement
20. Reviews and approves all applications for graduation
21. Presides over college-wide in-service, instructional services divisional, and faculty meetings
22. Supervises the purchase and utilization of academic instructional and library equipment and supplies
23. Interprets the College's academic instructional program to the community, other colleges, and universities
24. Serves in provost capacity in the absence of the president
25. Serves on the Executive, Administrative and Extended Cabinets