



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. Coordinating the development of and implementing the college's mission and vision statement as it pertains to the instructional division, more specifically, college transfer and developmental programs.
2. Coordinating the strategic planning process for the college
3. Assisting vice president for instructional services with curriculum development within instructional programs.
4. Supervising, evaluating, and supporting departments in a manner that promotes excellence in instruction.
5. Overseeing faculty and staff selection processes and credential verifications
6. Coordinating the professional development of college administrators, staff and faculty.
7. Evaluating departments, chairpersons, and directors.
8. Evaluating divisions and departments' effectiveness in terms of instructional delivery and overall planning and assessing of their individual units.
9. Providing recommendations to the Vice President regarding sabbaticals and other leave for faculty and staff within in the supervisory unit.
10. Advising faculty and staff as it relates to policies and procedures.
11. Providing recommendations to the Vice President regarding policies and procedures, especially in the academic area.
12. Managing non-faculty college staff members.
13. Promoting and supporting the academic program throughout the college.
14. Assessing Unit Plans and degree program outcomes as it pertains to improvement of units.
15. Coordinating and overseeing the scheduling process in consultation with appropriate administrators.
16. Assisting the needs of divisions and providing the target assistance to support such divisions
17. Ensuring that curriculum guidelines are adhered to by instructional staff.
18. Ensuring that the quality of academic standards is maintained in every program of study at the college.
19. Ensuring that the catalog is in compliance with the Academic Inventory approved by the governing body.
20. Serving on the President's Administrative and Extended Cabinets.
21. Performing other appropriately assigned job-related duties and responsibilities.