



## Classification Description

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Job Title: District Dean, College and Career Readiness    Pay Grade: Administration  
Division: Academic Affairs    FLSA Status: Exempt  
Reports To: Vice-President, Academic Affairs    Job Code: 2108

### **Job Purpose**

Provides leadership in the planning, direction and evaluation of the College Preparatory, Developmental Studies, First-Year Experience, and Academic Success initiatives of the College.

### **General Responsibilities**

#### **Essential Functions**

Directs administration of College Preparatory, Developmental Studies, First-Year Experience, Academic Success procedures and the Quality Enhancement Plan (QEP). Ensures units are achieving the defined student learning outcomes.

Initiates innovation and creativity in curriculum development, faculty development and exercises leadership in creating a supportive learning environment for students and faculty.

Supervises, coaches, counsels and evaluates performance of faculty and staff in functional areas.

Establishes and maintains a student centered Academic Success Center and collaborates with faculty to determine tutoring, learning assistance, workshops, seminars, interventions, and/or academic coaching needs.

Collaborates with a QEP committee and the broader campus community to implement, coordinate, assess, and report on the new QEP.

Tracks, assesses and reports data used to assess student achievement and retention; implements continuous improvement programs and processes, as appropriate.

Coordinates the timely submission of unit plans, inspects all course syllabi for compliance and oversees the textbook selection process in keeping with the goals and objectives of the division and the College.

Supervises adjunct assignments, including credential verification, teaching performance, student review of instruction surveys and professional improvement.

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Assures timely submission of the faculty roster each semester.

Assists with resolution of student disputes with full and part time faculty.

Assists other areas of the College with the portions of SB 1908 dealing with College Prep exit testing.

Coordinates the preparation and maintenance of assigned budgets.

Monitors work hour compliance of all members of the division, with special attention to class meeting times. Assists with the creation of class schedules.

Ensures accuracy in all division course descriptions published in the College Catalog.

Maintains partnerships with feeder school districts to promote College and Career Readiness.

Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

## **Knowledge, Skills and Abilities**

### **Minimum Qualifications**

Master's degree from regionally accredited institution of higher education, preferably in one of the following: Reading Education, English Education, Math Education, Higher Education, Adult Education, Curriculum and Instruction, or Developmental Education.

Successful teaching and administrative work experience at the College Prep level.

An understanding of and commitment to serving the needs of the academically under-prepared students in higher education.

Knowledge of enrollment management practices including assessment of student success and the development and implementation of appropriate retention strategies.

Personal and educational philosophy compatible with the goals, objectives and missions of Edison College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.

### **Preferred Qualifications**

Doctoral degree from regionally accredited institution of higher education.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: March 26, 2012.