



Classification Description

Job Title: Dean, School of Education and Charter Schools

Pay Grade: Administrator

Job Code: 2127

FLSA Status: Exempt

Job Purpose

The Dean, School of Education and Charter Schools provides leadership in the planning, direction and evaluation of the Education Programs and Collegiate High Schools at Florida SouthWestern State College. Responsibilities include the efficient and effective operation of the discipline to ensure student success. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Assists with the administration of all assigned departments in accordance with administrative policies and procedures.

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

Manages enrollment of the education programs ensuring the unit is achieving the defined student learning outcomes. Assesses student achievement and retention, and implements continuous improvement as appropriate.

Coordinates the timely submission of unit plans 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. Ensures timely submission of the faculty roster each semester.

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

Engages in effective communication within the school to foster the exchange of ideas and provide opportunities for participation of faculty in the decision-making process. Maintains communications with all areas of the College to ensure effective and efficient College-wide operations.

DEAN, SCHOOL OF EDUCATION AND CHARTER SCHOOLS

Provides an effective division organization through the hiring, training, evaluation, and motivation of faculty and staff. Maintains an organizational structure that ensures effective and efficient division and departmental operations.

Provides leadership and direction to department chairs, directors, coordinators, faculty, and staff in the development and delivery of instruction. Directs the school's instructional delivery system and provides guidance for the enhancement of student-centered learning.

Prepares and submits required Florida Department of Education reports and proposals related to State Approval status and continued program approval. Assists with the preparation of baccalaureate program proposals in related areas.

Prepares and submits accreditation applications and reports.

Supervises all aspects of field experience requirements for education students and serves as a liaison to the service area school districts in regards to teacher candidate policies and processes.

Prepares data reports and assumes responsibility for the internal and external program review processes.

Coordinates the preparation and maintenance of assigned budgets.

Oversees the textbook selection process.

Reviews all School of Education course syllabi for compliance.

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

Provides oversight and evaluation of Charter Schools within Florida SouthWestern's Education System.

Provides leadership in the area of curriculum development, including the development and revision of distance learning courses. Ensures accuracy in all division course descriptions published in the College Catalog.

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

An earned doctorate from a regionally accredited institution of higher education in a related discipline.

Successful teaching experience at the College level. Administration of a faculty department or school of a large multi-institutional program involving faculty is required.

Demonstrated knowledge, through active scholarship, of the national trends in K-12 and higher education. Success in grants writing and active scholarship in educational research.

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

Ability to direct the activities of full and part-time faculty and staff in the academic unit.

Ability to critically analyze student data and develop short and long-range plans based on the goals of the College.

Personal and educational philosophy compatible with the goals, objectives and missions of Florida SouthWestern State College.

Demonstrated skill and ability to use standard office environment technology including personal computer and software such as MS Office.

Skill and ability in the use of electronic portfolio products is preferred.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- 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.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.

DEAN, SCHOOL OF EDUCATION AND CHARTER SCHOOLS

- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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: October 13, 2009. Revised: February 1, 2011, April 2, 2012, October 16, 2012, November 30, 2012, July 1, 2014, May 8, 2015, August 15, 2017, December 7, 2018, and September 26, 2022.