

PALO VERDE COMMUNITY COLLEGE DISTRICT



ASSOCIATE DEAN OF INSTRUCTION AND STUDENT SERVICES

NATURE OF THE POSITION

Under the direction of the Dean of Instruction and Student Services, directs operations of assigned instructional services encompassing all teaching modalities including correspondence education, face-to-face, online, instructional services agreements, ITV, and any other modalities that may be developed, and coordinates with ancillary student services that impact this position. Oversees the operational planning, execution, and assessment of instructional services programs and systems, including training, recruitment, program development, and promotion. Serves as the primary liaison with internal and external constituencies and provides professional guidance and leadership for instructional services at Palo Verde Community College.

DUTIES AND RESPONSIBILITIES

1. Provides district-wide leadership and coordination in support of assigned instructional programs and services for all assigned instructional modalities including correspondence education, face-to-face, online, instructional services agreements, ITV, and any other modalities that may be developed, along with all associated staff and faculty scheduling and training.
2. Provides direct supervision of assigned instructional services staff and the Correspondence Education Counselor/Coordinator.
3. Investigates opportunities for instructional services program development, with an emphasis on Correspondence Education.
4. Manages instructional services program planning and operations including short and long-range goals and objectives, scheduling of faculty and facilities for instructional purposes, and appropriate semester/session schedules, timelines, and enrollment issues.
5. Collaborates with appropriate college departments in the development, marketing, advertising, and promotion of instructional services for both print and electronic formats.
6. Recruits, orients, mentors, and evaluates part-time faculty for instructional services as well as provides support to established faculty, and facilitates ongoing faculty/student communications and interactions. Calculates and reviews course and instructor load and full-time faculty overload pay for accuracy within contract and legal guidelines. Provides timely information regarding teaching unit allocation and use.
7. Serves as the primary liaison between the Palo Verde Community College District Instructional Services and the California Department of Corrections and Rehabilitation.

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Works closely with local prisons to coordinate course scheduling, faculty, and other instructional services in support of inmate education.

8. Collaborates with instruction and student services to research and implement best practices for instructional services.
9. Responsible for assigned reports, program reviews, and regular evaluation of all areas under direct supervision including Palo Verde Community College Child Development Center
10. Researches grant applications and oversees their implementation and management, preparing required grand funded narratives and expenditure reports within specified timelines.
11. Interprets, articulates, implements, and monitors compliance with all regulations and policies for areas of responsibility, including Correspondence Education.
12. Develops and manages annual operating budget for instructional programs and services.
13. Maintains association with relevant professional organizations and activities.
14. Performs other duties as assigned by the Dean of Instruction and Student Services.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization and direction of designated operations, activities and services of PVC's Instructional Services programs.
2. Principles and practices of administration.
3. Curriculum standards, requirements, interpretation and application in assigned programs and services.
4. College, State and federal standards and requirements governing College District instructional programs.
5. Instructional techniques and strategies related to assigned instructional programs and services.
6. Title V regulations and applicable sections of the California Education Code.
7. Rules and regulations as set forth by the California Community Colleges Chancellor's Office that govern undergraduate professional educational programs.
8. Principles of leadership, community college curriculum and instructional program development.
9. Community college goals, laws and regulations as they related to Instructional Services programs in California.
10. Learning theory and community college student characteristics.
11. Management principles, including planning, organizing, influencing, motivating and evaluating.
12. Record-keeping techniques.
13. Oral and written communication skills.
14. Operation of a computer and assigned software.
15. Policies and objectives of assigned program and activities.
16. Interpersonal skills using tact, patience and courtesy.

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17. Principles and practices of supervision and training.
18. Basic budget preparation and control.
19. Knowledge of applicable computer operation, assigned software and data entry devices.

ABILITY TO:

1. Plan, organize, control and direct designated operations, activities, programs and services of the PVC Instructional Services Programs.
2. Coordinate and direct communications, personnel, resources, curriculum, schedules and information to meet the instructional needs of assigned program and enhance the educational effectiveness of designated programs and services.
3. Assist with educational planning and program development in accordance with the missions, goals and objectives of the College and Program.
4. Plan and organize tasks relevant to program needs.
5. Train, supervise and evaluate the performance of assigned personnel.
6. Relate effectively with a wide diversity of students, faculty, personnel and community members.
7. Communicate effectively both orally and in writing with students, faculty, personnel and outside agencies and representatives and relate well to the College community and students.
8. Develop consensus-building skills.

MINIMUM QUALIFICATIONS

1. Master's degree in a related field from an accredited college or university.
2. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.
3. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

PREFERRED QUALIFICATIONS

1. Ph.D. in Education from an accredited college or university.
2. Progressively responsible administrative experience in an accredited institution of higher education, preferably in a community college.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, as listed above, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is an Educational Administrator position.
2. Row 10 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.