

San Jose · Evergreen Community College District Academic Management Job Description

Position: Dean of Library, Learning Resources and Distance Education **Department:** Academic Affairs

College: San Jose City College

Date:

POSITION PURPOSE

Reporting to the Vice President of Academic Affairs, the Dean of Library, Learning Resources and Distance Education provides for the educational welfare of students and the professional needs of staff in the division. Working cooperatively with the staff, and operating within established duties and responsibilities, the Dean has the responsibility and authority to make decisions on matters related to the division: plan, organize, administer, develop, and evaluate the programs, projects, and activities of assigned instructional and academic support divisions; provide leadership for faculty and staff in offering quality educational services for college students; and supervise and evaluate the performance of assigned personnel.

NATURE and SCOPE

The Dean of Library, Learning Resources and Distance Education is responsible for the administration of the Library, the Learning Resources Center, Tutorial and campus wide- discipline-specific learning support programs, and Distance Education (Instructional Technology). This includes program budget development and monitoring of all services, programs, and collections provided by this division including selection and evaluation of library faculty, instructional faculty (if applicable), classified staff, and student employees. The Dean of Library, Learning Resources and Distance Education works closely with faculty and ITSS to identify general instructional technology needs of faculty within the context of the College's institutional planning processes.

KEY DUTIES and RESPONSIBILITIES

Leadership

1. Provide leadership, plan, coordinate, direct, and support the library, distance education, the Learning Resource Center activities, discipline-specific learning support centers, Tutorial Centers, service learning, learning communities, and other college-wide student success programs.
2. Recommend instructional and general policies, conduct meetings to facilitate planning and collegial decision-making and to keep staff informed about issues and projects for the overall Division support and instructional programs.
3. Maintain current knowledge of new trends and innovations in community colleges and higher education including Library, Learning Resources, and Distance Education.
4. Provide leadership for program review, including improvement and development; systematic assessment of student progress, learning and service area outcomes; and review and recommend changes to maintain relevance of Division programs and to meet student and community needs.
5. Provide leadership and coordination for the efficient use of college academic support services facilities and learning technologies and collaborate with District.
6. Promote excellence in teaching.

Curriculum & Program Development

1. Work with faculty to plan for curriculum development, modifications and deletions; set priorities for resource needs; provide program analysis.
2. Analyze student profile, community and industry needs/trends, identify needs for Distance Education, UC/CSU articulation agreements, Library services, and Learning Resources activities.
3. Facilitate maintenance of relevant curriculum appropriate to the college mission.
4. Work with faculty to identify and implement Student Learning Outcomes in each course, program and service provided in this division.
5. Work with faculty and related administrators to implement effective pedagogies, technologies, and methodologies in respective programs to promote student engagement and success.
6. Plan, implement, and evaluate activities to ensure that academic support services are regularly assessed for evidence of student achievement and learning, particularly with regard to student learning outcomes assessment and accreditation standards.
7. Analyze student profile, community and industry needs/trends, identify needs for Distance Education, UC/CSU articulation agreements, Library Services, and Learning Resources activities.
8. Maintain appropriate quantitative measurements, statistical reports, and other records to assess accomplishments and future needs.

Scheduling

1. Ensure preparation of a schedule of classes to meet the needs of students and work with staff to produce accurate schedules, catalog information, program information and multi-year instructional plans.
2. Assign faculty to classes, monitor schedules and faculty and staff workload for accuracy throughout the semester, and assure accurate and timely attendance reporting for all courses offered in the Division.

Resource Allocation

1. Develop and manage the division budget and direct the development and implementation of selected externally funded initiatives.
2. Identify and prioritize division needs, secure available funding, and strategically allocate and re-allocate resources.
3. Oversee the development of resource allocations for facilities, equipment, and technologies that sustain academic support programs based on program review.
4. Confer with faculty regarding ideas for program improvement to find resources for development through grants and special projects.

Staffing

1. Supervise and evaluate the performance of assigned faculty, staff and student employees; interview and participate in selecting employees; orient, train, counsel, discipline and terminate personnel according to established policies and procedures.
2. Recruit and develop adjunct faculty pools.

Student Success

1. Work with faculty and staff to assess students and continuously monitor their progress for success using appropriate data and research tools.
2. Oversee and evaluate requests for credit by exam, course waivers, and other student petitions.
3. Resolve student issues and assist faculty and staff to refer issues (such as DSPS, student behavior, grade changes, etc.) to appropriate departments.

Community Relations/Outreach

1. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs and establish advisory committees as appropriate.
2. Determine and oversee needs for other college sites and centers regarding instructional programs and services, provide for proper staffing of classes, and administer and evaluate courses and assigned instructional full time and part-time staff.
3. Facilitate academic partnerships between Division faculty, faculty in feeder high schools, and four-year transfer institutions; assure maximum course articulation for students.

Other Duties:

1. To serve on a variety of committees as appropriate.
2. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Working Knowledge:

1. Distance Education, Library, and Learning Resources Center functions and operations.
2. Higher education in community colleges and pertinent federal/state regulations.
3. Learning assistance programs and learning-centered strategies.
4. Distance learning technology, instructional delivery modalities learning management systems (LMS), and distance education pedagogy
5. Learning communities, service learning, or other student learning programs.
6. Development and evaluation of curriculum and programs.
7. Roles and purposes of technical systems in providing instruction and instructional support.
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9. Principles of program evaluation, student assessment, and curriculum development.

10. Budget preparation and control.
11. Funding and budget methods and regulations regarding the use of funds.
12. Principles and practices of administration, supervision, and training.
13. Interpersonal skills using tact, patience, and courtesy.
14. District organization, operations, policies, mission, and objectives.

Skills and Abilities:

1. Plan, organize, develop, and evaluate the programs, activities, and curriculum of a college instructional division with faculty and staff to meet student and community needs.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
4. Present a positive image of the College in the community.
5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt an effective course of action.
7. Plan and organize work to meet schedules and time lines.
8. Understand the needs of the Division in the context of the overall instructional programs and participate with the management team to coordinate projects and set goals and priorities for the College as a whole to offer effective services to students.
9. Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision making.
10. Develop grants or special project applications.

Education and Experience:

1. Master's degree in a discipline related to the assignment.
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment; or
3. Possession of a California Community College Instructor Credential and/or Community College Supervisor Credential.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desirable Qualifications:

1. Master's degree in one or more of the following: Instructional Technology; Library/Information Science (??); Learning Resources
2. Two years' administrative experience in a library or learning center environment preferably in a college or university setting.
3. Ability to articulate accreditation standards regarding Distance Education and Library and Learning Support Services.
4. Experience with instructional technology, distance education or an equivalent combination of education, training and experience in higher education.
5. Experience teaching online, preferably in higher education.
6. Experience in the development and implementation of programs and services that foster student academic success.

Working Conditions:

1. Typical office environment.

Date Approved:

Drafted: 10/2/14

Salary Range: M 30

EEO-Category: 2B1 – Executive/Administrative/Managerial