

College of the Redwoods

Position Description

Position: Executive Dean Career Education & Workforce Development	Position Number:
Department: Instruction	FLSA: Exempt
Reports to Vice President	Salary Grade: 132

Summary

Reporting to Vice President of Instruction (VPI), the Executive Dean is charged with providing administrative leadership and discipline-level oversight in the credit and non-credit programs under the Career Education & Workforce Development Division. The Executive Dean will support faculty and staff efforts in the planning and fulfillment of college objectives and goals.

Essential Duties and Responsibilities

- Assist the VPI by providing leadership in and management of department functions to support the achievement of college educational goals.
- Work with the VPI to nurture faculty collaboration.
- Provide leadership and education to the college community in their area of responsibility in support of instructional goals.
- Provide the initial and continuing orientation of all faculty members, including assessment and classroom management.
- Coordinate curriculum, change proposals.
- Assist faculty in developing new curriculum and curricula changes and oversee the proposals through final approval.
- Recruit, select, orient and evaluate tenure, tenure-track and associate faculty.
- Coordinate associate faculty evaluations with assistance of the full-time faculty.
- Coordinate tenure, tenure-track, and non-tenure track faculty evaluations.
- Supervise, manage and direct assigned management and staff personnel.
- Plan, organize and preside at academic division meetings.
- Resolve faculty and student issues.
- Process faculty qualification requests and documents.
- Build a sustainable level of course offerings that best meets student needs.
- Provide administrative oversight for instructional program review and assessment.
- Coordinate the development and implementation of student learning outcomes and assessment at the course, discipline, and program levels.
- Ensure reports are submitted in accordance with integrated planning timelines
- Carry out special assignments as directed by the VPI.

Qualifications

Knowledge and Skills

- Philosophy, mission, and goals of the community college district
- Student support services and programs, including student recruitment and outreach
- Applicable federal and state regulations pertaining to instruction and each area of student service
- Student learning outcomes
- Accreditation standards and eligibility requirements
- Current pedagogical practice in face-to-face and distance education modalities

Abilities

- Work in a positive way with faculty, administration, classified personnel, students, and the public
- Create and maintain a high staff morale to achieve consensus while demonstrating a sensitivity to, and understanding of, the college's diverse populations of students and staff
- Create an environment conducive to the development of instructional and service innovations
- Demonstrate commitment to participatory approaches to governance
- Exercise group leadership skills which emphasize collaboration, consensus building, conflict resolution, and problem solving

Physical Abilities

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate office equipment

Education and Experience

Master's Degree or equivalent from an accredited College or University.
Higher Education Administrative experience required.

Licenses and Certificates

Valid CA Driver's License