

Range: 55  
Hours/Day: 8  
Hours/Week: 40  
Months/Year: 12

## SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Dean

### DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To plan, develop, organize, promote, coordinate and monitor the programs and activities of an instructional division of the College; and to develop, evaluate, and implement policies and procedures related to the operations and activities of assigned division. Employees in this classification direct, supervise, and formally evaluate the work of faculty and classified staff. This job class exercises responsibility for the effective operation of an instructional division and is responsible for all operations of an instructional division and is responsible for all instructional matters at the division level. This job class functions at middle management level of classification and requires strong administrative skills.

SUPERVISOR: Vice President of Academic Affairs

### TYPICAL DUTIES

- Plans, directs, and coordinates the activities, operations, and programs of an instructional division; ensures the provision of appropriate courses and instructional programs related to assigned division.
- Develops, implements, and evaluates division policies and procedures.
- Communicates and interprets the curriculum of the division as it relates to the characteristics and needs of students; works with counseling staff.
- Determines staffing needs and makes appropriate recommendations.
- Develops division class schedules.
- Ensures the provision of appropriate facilities, supplies, and equipment for effective division operations.
- Develops, coordinates, and administers division budget; monitors and controls expenditures.
- Develops and maintains list of qualified and available substitute instructors.
- Participates in a variety of administrative, board, and other meetings; conducts division meetings; organizes, advises, and facilitates appropriate advisory committees; prepares and distributes information, agendas, minutes, etc.
- Promotes cooperative relationships with community and regional agencies as appropriate.

## SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE

**JOB TITLE: Dean**

- Directs and supervises the work of others; reviews, approves, and conducts performance appraisals; directs and participates in the selection, training, and development of staff; administers employment contracts; orients and informs staff of District/Division policies and procedures.
- Performs other related duties similar to the above in scope and function as required.

### EMPLOYMENT STANDARDS

#### Knowledge of:

- community college curricular and instructional programs.
- proper budget development and implementation practices and methods.
- principles and practices of management and supervision including planning, organizing, assigning and reviewing work, performance appraisal and discipline, employee selection and development, and affirmative action policy.

#### Ability to:

- plan, direct, and manage the activities and operations of a Community College instructional division.
- analyze problems, determine effective solutions, and take independent action for successful results.
- prepare clear, concise, and comprehensive written and oral reports.
- project forward to estimate future needs and constraints.
- direct, supervise, and formally evaluate the work of others.
- effectively communicate in both oral and written forms.
- establish and maintain effective work relationships with those contacted in the performance of required duties.

#### Experience/Education:

- Master's degree from an accredited institution or equivalent.
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment, which may, but need not be, concurrent with the required full-time service.