



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Dean of Learning Pathways	
JOB CLASSIFICATION:	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	55	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Assistant Superintendent/Vice President of Instruction or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

This position will work collaboratively with faculty and other staff to plan, develop, coordinate, promote, and monitor the programs and activities of an instructional division dedicated to increasing student retention, persistence, transfer, and completion. It will oversee several departments and programs in the Foundational Skills area, oversee the learning centers, promote initiatives related to guided pathways, support programs such as dual enrollment, Associate Completion in the Evenings (ACE), and Bachelor’s through Online and Local Degrees (BOLD), and support faculty professional development. The position will exercise leadership in carrying out the District’s strategic plan in close collaboration with Instruction, Student Services, and community organizations. Employees in this job class are overtime exempt, receive administrative direction within a framework of general guidelines, and exercise supervision over faculty and support staff. This is an educational administrative position, which requires dedication to equity, excellent communication, an ability to work with others, and strong leadership skills.

TYPICAL DUTIES

Essential Functions:

- Provides innovative leadership in the development, execution, evaluation and improvement of strategies that result in increased student success, goal attainment, and successful transition into the workforce or on to a 4-year college or university.
- Fosters a culture of collaboration, innovation, and continuous improvement District-wide; encourage professional excellence and promotes a culture that is dedicated to student and District needs.
- Develops strategic direction and sets priorities for retention and completion efforts in accordance with the District’s goals and changing student needs.
- Works collaboratively with faculty, Student Services, and Technology to
 - o identify and implement ways to improve alignments and maintain seamless pathways from K-12 and adult education programs, through Shasta College and on to gainful employment and/or 4-year colleges and universities;

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- improve student access and the closing of equity gaps by contributing to help develop a class schedule and counseling services that are in alignment with students' needs;
- provide follow up activities and interventions to increase completion and achievement rates; and
- create and modify District pathways-related websites.
- Plans, directs, and coordinates the activities, operations, and programs of an instructional division which includes departments in the Foundational Skills; ensures the provision of appropriate courses and instructional programs related to the division.
- Develops, implements, and evaluates division policies and procedures in accordance with existing District, state, and federal policies.
- Communicates and interprets the curriculum of the division as it relates to the characteristics and needs of students; communicates and collaborates with counseling staff.
- Directs and coordinates the operations of the learning centers at the Redding campus; collaborates with other divisions as needed.
- Provides academic and administrative support for specialized programs such as dual enrollment, ACE, and BOLD.
- Provides support for faculty professional development.
- Participates in the selection, orientation, and evaluation of faculty and support staff.
- 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; informs staff of applicable policies and procedures.
- Determines staffing needs and makes appropriate recommendations for the division.
- Develops, coordinates, and administers budgets; controls and monitors expenditures in the division.
- Plans, directs, and coordinates the activities and operations of the Basic Skills initiatives and other categorical funding of the District.
- Oversees the updating and maintenance of division websites.
- Leads by example through participation 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, regional agencies, and 4-year universities as appropriate.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Student success, retention, and completion strategies and theory.
- Principles and best practices of guided pathways.
- Best practices for career assessment and integration, and web-based applications and delivery.
- Current challenges/opportunities facing California community colleges as well as strategies for dealing with them.
- Principles of leadership, management, and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and professional development.

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- Budget development and implementation.
- Computer technology related to student success, retention, completion, and transfer.

Ability to:

- Manage the activities and operations of a college division.
- Exercise initiative and creativity to meet educational needs and solve problems.
- Motivate and collaborate with faculty, staff, and colleagues District-wide to continually improve programs and services.
- Identify problems, determine effective solutions, and take independent action for successful results.
- Prepare and present effective reports, recommendations, and correspondence.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Understand the rules and regulations that apply to California community colleges, including the role of faculty in participatory governance.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors
- Effectively communicate in both oral and written forms
- Sit or stand for extended periods of time
- Lift and/or carry up to 25 pounds
- Exert manual dexterity sufficient for keyboard and other office equipment operation

QUALIFICATIONS*Education Required:*

- Master's degree from an accredited institution or equivalent.

Experience Required:

- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment, which may, but need not be, concurrent with the required full-time service.

Other Required or Preferred Qualifications:

- Demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students, as well as staff and students with physical and/or learning disabilities.

License

- Valid California driver's license and/or eligibility to obtain California driver's license upon hire.

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APPROVALS

Date Created/Revised: 2/2018

Cabinet Reviewed: 3/13/2018

Board Approved: 4/11/2018

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)