



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

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

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

The Dean of Library, Educational Technology, and Research (LETR) develops, plans, and manages the Library Services' operations and programs and distance education policies and procedures. The Dean coordinates and oversees the Office of Institutional Research, the design and execution of research projects, and data analysis and monitoring to assist the District in data-informed decision making. Incumbents lead implementation of the District's strategic plan components related to educational technology and research, including support for innovative teaching and learning strategies, development of information technology systems, and collaboration with other departments and community organizations. The Dean hires, trains, assigns, schedules, supervises, and formally evaluates the work of others. This is an educational administrative position, which requires advanced knowledge in library science, educational technology, and research, as well as excellent communication and strong administrative and leadership skills. Employees in this classification receive limited supervision within a broad framework of laws, regulations, policies, and procedures. This is an administrative, overtime exempt position.

**TYPICAL DUTIES**

*Essential Functions:*

Library Services:

- Develops, plans, directs, and coordinates the activities, operations, and programs of the District's Library Services at all District facilities.
- Coordinates the operations of the library technology including the integrated library system and open computer labs.
- Ensures compliance with accreditation and Association of College and Research Libraries Standards for Information Competency, as well as Student Learning Outcomes for Information Competency.
- Prepares written and oral reports related to library services for a wide range of stakeholders.

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Educational Technology:

- Develops, plans, and directs the District's online instructional program; determines research needs; recommends changes; and communicates about the program to the college community.
- Prepares written and oral reports, including substantive change requests, relating to online instruction for a wide range of stakeholders.
- Serves on the Distance Education Committee.
- Collaborates with instructional deans and other staff on distance education policies and procedures.
- Coordinates with instructional technology staff on scheduling and content of online trainings.

Research:

- Plans, directs, and coordinates the activities and operations of the District's research functions, including policies, procedures, and processes designed to improve research, decision making, and institutional effectiveness.
- Assists in the planning, coordination, and implementation of activities, processes, and operations of the District's planning functions.
- Engages in and oversees highly complex data compilation, modeling, statistical and trend analyses, report development, and archiving activities in support of institutional research project goals.
- Oversees development of research data for maintenance and assessment of the District's integrated planning and budgeting process.
- Coordinates, conducts, and leads activities requiring analysis of multiple internal and external factors and data sources, including student retention, cohort tracking, student and institutional outcomes, placement, program evaluation, enrollment, staffing, and student opinion of teaching surveys.
- Integrates accountability measures, learning outcomes data, and other survey and study data to provide comprehensive reporting and analyses on instructional effectiveness.
- Oversees, designs, conducts, and analyzes surveys of students, staff, faculty, foundation, and other stakeholders; prepares and distributes accurate reports timely.
- Oversees development of institutional databases to support decision-making, budgeting, assessment and evaluation, program review, area planning, and enrollment management.
- Serves as the District's liaison to the Chancellor's Office for annual accountability reporting.
- Ensures the integration of accountability measures, learning outcomes data, and other survey and study data to provide comprehensive reporting and analysis on instructional effectiveness.

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- Prepares surveys and conducts research to determine institutional accountability, effectiveness, and future needs and prepares related reports and plans in support of short-range and long-range planning processes.
- Oversees the preparation of data sets for annual area plan and program reviews.

**General Duties:**

- Determines staffing needs and makes appropriate recommendations for the District's library services, educational technology, and research.
- Selects, assigns, trains, supervises, evaluates, counsels, and disciplines direct reporting staff performance; plans, coordinates, and provides training for department personnel.
- Participates in a variety of administrative, board, committee, and other meetings.
- Participates in professional organizations and maintains an understanding and working knowledge of current ideas, research, and practices related to library services, educational technology, and research.
- Maintains institutional research and planning calendars; ensures project timelines are met.
- Assists in developing data and reports using quality assurance processes and procedures.
- Establishes professional relationships and serves as a liaison with other organizations, including community and regional research groups, community colleges, K-12 institutions, and four-year colleges and universities.
- Performs other duties similar to the above in scope and function as assigned.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Principles and practices of administration, leadership, and supervision, including planning, organizing, assigning, and reviewing work; performance appraisals; discipline; and employee selection and development.
- Principles, procedures, best practices, and regulations related to online education.
- Principles, procedures, and practices related to the effective provision of library programs and services.
- Education and business computer applications, including statistical analysis software, spreadsheet and database programs, and query software.
- Principles of effective strategic planning and resource allocation.
- Research design, research methods, sampling, descriptive and inferential statistics, and analytical and research strategies, including survey research methods, appropriate in a community college environment.
- Proper budget development, implementation, and control procedures.

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- Current issues and opportunities impacting California community colleges.
- Computer software programs, learning management systems, open web tools, and emerging trends in technology relating to library services, online instruction, and research.
- Laws, codes, regulations, and policies relevant to Library Services, Educational Technology, and Research.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

*Ability to:*

- Exercise initiative and creativity to meet educational needs and solve problems.
- Lead faculty, staff, and administrators to continually improve programs and services.
- Plan, direct, and manage the activities and operations of community college library services, online education, and research programs.
- Learn, interpret, and successfully apply district policies, procedures, rules, and regulations.
- Prepare clear, concise, and comprehensive written and oral reports.
- Communicate effectively, orally and in writing.
- Work with designated computer programs and systems.
- Organize, direct, and formally evaluate the work of others.
- Analyze problems, determine effective solutions, and take independent action for successful results.
- Demonstrate ethical behavior, honesty, and integrity with all colleagues.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

**QUALIFICATIONS***Education Required:*

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

*Education Preferred:*

- Master's degree in library science, library and information science, education, business, public administration, statistics, social sciences, or related fields.

*Experience Required:*

- One year of formal training, internship, or leadership experience in an administrative role.
- Demonstrated sensitivity to, and understanding of, the diverse academic,

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socioeconomic, cultural, and ethnic backgrounds of staff and students, as well as staff members and students with physical and/or learning disabilities.

*Experience Preferred:*

- One year of experience working with online instructional delivery.

**APPROVALS**

Date Created/Revised: 12/2019

Cabinet Reviewed: 12/2019

Board Approved: 12/18/2019

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)