



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

POSITION TITLE:	Executive Dean of Educational Technology, Learning Services, and Research		
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:	60		
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

The Executive Dean of Educational Technology, Learning Services, and Research collaborates with faculty, staff, and administrators to direct planning, development, implementation, coordination, promotion, monitoring, and revision of programs and activities to increase student retention, persistence, transfer, and completion. The incumbent oversees educational technology and learning services, including the library and learning centers. The Executive Dean directs the District’s internal research programs, promotes guided pathways initiatives, and supports faculty professional development programs. This position provides senior leadership for appropriate areas of the District’s Strategic Plan in close collaboration with Instruction, Student Services, and Information Technology departments. This is an educational administrative position, which requires advanced knowledge in educational technology, library science, student support, research, and public administration. Incumbents are responsible for hiring, training, assigning, scheduling, supervising, and formally evaluating faculty, classified, and confidential staff. Employees in this classification supervise reporting managers and supervisors. This job class functions at a senior program management level within a broad framework of laws, regulations, policies, and procedures. This is an administrative, overtime exempt position.

TYPICAL DUTIES

Essential Functions:

Educational Technology

- Directs the planning, development, implementation, coordination, promotion, monitoring, and revision of the District’s Educational Technology programs; communicates about the program to the District community in a variety of mediums and activities.
- Prepares and delivers written and oral reports, including substantive change requests, relating to online instruction as needed.
- Works with instructional deans, faculty, staff, and administrators on Distance Education

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policies and procedures.

- Coordinates with Instructional Technology staff on scheduling and content of online trainings.

Learning Services

- Directs the planning, development, implementation, coordination, promotion, monitoring, and revision of the District's Library Services, including library services to Extended Education campuses.
- Directs library technology operations, including the integrated library system and open computer lab.
- Ensures and monitors ongoing compliance with accreditation and Association of College and Research Libraries Standards for Information Competency standards, as well as Student Learning Outcomes for Information Competency.
- Directs the planning, development, implementation, coordination, promotion, monitoring, and revision of the Learning Center operations at the Redding campus; collaborates with other divisions as needed to extend services

Guided Pathways

- Collaborates with Instruction, Student Services, and IT departments to lead innovative strategies for development, execution, evaluation, and improvement of guided pathways initiatives resulting in increased student retention, success, goal attainment, and successful transition into the workforce and/or higher education.
- Leads and contributes to a culture of collaboration, innovation, and continuous learning and improvement District-wide, with an emphasis on professional excellence, achieving strategic goals and outcomes, and empowering student success.

Research

- Directs the planning, development, implementation, coordination, promotion, monitoring, and revision of the District's Research operations, including development of policies, procedures, and processes designed to improve research, decision making, and institutional effectiveness.
- Collaborates in the planning, coordination, and implementation of activities, processes, and operations of the District's comprehensive planning functions.
- Oversees data compilation, modeling, statistical and trend analyses, report development, and archiving activities in support of institutional research projects, including developing procedures to collect and analysis complex, novel, and unique data.
- Oversees collection and analyses of data for maintenance and assessment of integrated planning and budgeting processes.
- Directs development and implementation of accountability measures, learning outcomes data, and other survey and study data to provide comprehensive reporting and analysis on instructional effectiveness.
- Oversees development, implementation, and analyses of surveys for various constituent group, including students, staff, faculty, foundation, etc.

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- Oversees development of institutional databases and distribution of data to support decision-making, budgeting, assessment and evaluation, program review, area planning, and enrollment management.
- Serves as the District liaison with the Chancellor's Office for statewide programs promoting institutional effectiveness.
- Oversees surveying procedures and research methods to assess and report on institutional accountability, effectiveness, and future needs and preparation of data sets for annual area plan and program reviews in support of short-range and long-range planning processes.

General Duties

- Creates, updates, and recommends revisions to organizational structure and staffing for all assigned areas
- 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 policies and departmental operating procedures.
- Develops, implements, evaluates, and revises area policies and procedures in accordance with existing District, state, and federal policies and in support of the District's Equity and Diversity strategies.
- Participates in a variety of committee and staff meetings in support of areas supervised. Participates in other related committee assignments both on and off campus.
- Prepares and presents reports, recommendations, correspondence, and related communications to a wide variety of internal and external stakeholders including the Board of Trustees and Shasta College Foundation Board.
- Participates in professional organizations, and maintains an understanding and working knowledge of current ideas, research, and practices related to the assigned areas.
- Supervises other areas as assigned.
- Performs related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Principles and practices of community college operations and programs.
- Principles and practices of management and supervision including planning, organizing, assigning, and reviewing work; performance appraisal and discipline; employee selection and professional development.
- Principles, procedures, and practices of educational technology, learning services, and research.

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- Research design, methods, sampling, descriptive and inferential statistics, and analytical and research strategies including survey research methods
- Budget preparation and administration procedures.
- Laws, codes, and regulations governing California Community Colleges.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Student equity issues, initiatives, and best practices.

Ability to:

- Plan, direct, and manage the activities and operations of a community college library, learning centers, distance education programs, and research programs.
- Communicate effectively, orally and in writing.
- Direct, supervise, and formally evaluate the work of managers, supervisors, faculty, and other staff members.
- Interpret, apply, and enforce laws, regulations, and guidelines related to operations and programs in assigned areas.
- Demonstrate a commitment and ability to work with diverse populations.
- Analyze complex problems, identify potential solutions, evaluate alternatives, recommend effective courses of action, and take independent action for successful results.
- Utilize a wide variety of computer software and database systems effectively.
- Facilitate organizational development and change through effective collaboration with diverse participants.
- Prepare and present effective reports, recommendations, and correspondence.
- Continuously monitor changes in regulations, policies, and technologies related to areas of management.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and ability backgrounds.
- Act with and model sensitivity toward the diverse populations served by the District.
- Work independently while receiving only strategic direction.

QUALIFICATIONS*Education Required:*

- Master's degree from an accredited institution in Library Science, a field related to the assigned programs areas, Public Administration, Business Administration, or the equivalent.

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Experience Required:

- Three years of progressively responsible experience in library services, distance education, and/or advanced research
- One year of management experience leading a department, division, or program with direct oversight of staff.
- Demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students, as well as staff members and students with physical and/or learning disabilities

APPROVALS

Date Created/Revised:	April 2020
Cabinet Reviewed:	April 2020
Board Approved:	May 13, 2020

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)