

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DEAN/BUSINESS DIVISION**

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice President of Academic Affairs for the leadership and administration of all aspects of the division and the provision of job skills training through the Public Service Institute, including the design, delivery, staffing, administrative support, supervision and evaluation of Division academic programs and academic and support staff, as well as student enrollment, progress, evaluation, assistance and discipline, and all related records and reports.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS

Provides direction and support to faculty in the development, revisions and evaluation of departmental curriculum and materials, serves on the Division Curriculum Committee, and may serve on the District curriculum/Instruction Council.

Reviews and approves Division curriculum development proposals, course outlines, program changes, textbook recommendations, field trip requests, credit by examination requests, and program requirement waivers.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, direction and evaluation of work, and adjustment of grievances of all Division personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the Division, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for the discipline of Division students, adjustment of grievances, scheduling, evaluation and reporting of performance, and for the resolution of student problems and complaints.

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of Division budget.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DEAN/BUSINESS DIVISION (continued)**

PLANNING

Responsible for evaluating proposed offerings, enrollment history, budget, demand and program requirements to determine the number of nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials, monitors enrollment, cancels and changes classes in response to utilization.

COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible educational leader seeking positions of significant leadership in community institutions as well as community support organizations and on state boards and committees to articulate, enhance and improve District programs, offerings, funding assets, and educational leadership position and reputation on the state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for chairing and supervision of District-wide committees and task forces; performs other duties and special projects as assigned.

ESSENTIAL FUNCTIONS

- A. Supervise all aspects of the planning, funding coordinating, staffing, delivery and evaluation of the academic program.
- B. Perform or supervise the performance of all personnel functions for assigned staff.
- C. Responsible for maximizing the academic performance of students, discipline and resolution of student problems.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: A Master's degree with preference given to candidates who possess a degree in a discipline related to one of the Academic programs of the division and at least one year of supervisory or administrative experience in a diverse, multi-discipline environment; or a valid California Administrative or supervisory Credential authorizing service at the community college level, or equivalent.

Required Skills: Demonstrate ability to manage budgets and fiscal affairs; demonstrate successful leadership skills in an academic setting; demonstrate successful experience and leadership in current emerging educational technologies applied to classroom instruction, ability to prevent and resolve professional and interpersonal conflicts and problems.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DEAN/BUSINESS DIVISION (continued)**

REQUIRED SKILLS AND QUALIFICATIONS (continued)

Desirable Qualifications: Two years of full-time teaching experience in a business related discipline, (Accounting, Business, Computer Information Science, Computer Science, Management, Marketing, Business Applications, Engineering, and Legal Assistant), preferably at the community college level; or equivalent. Ability to develop and implement grant programs and follow-up reporting. Knowledge of vocational education funding sources and requirements. Ability to manage the development, design, implementation, maintenance, upgrading and replacement of classroom computer systems, networks, peripherals, software applications, and operating systems.

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