

**DEAN OF STUDENT LEARNING, EQUITY AND SUCCESS FOR ARTS, HUMANITIES,
SOCIAL SERVICES
OFFICE OF EDUCATIONAL PROGRAMS AND SERVICES**

DEFINITION:

Under general direction of the Executive Vice President, Educational Programs and Services, the Dean provides administrative direction and equity-minded leadership for departments, programs, services, and staff in the areas of Social Sciences, Fine Arts, Humanities English and Languages and Letters. The position provides leadership and oversight within several college-wide initiatives including but not limited to the Guided Pathways and AB 705 implementation, the service-learning program, and various public policy initiatives. The Dean also provides leadership and oversight of the Television Studio, Art Gallery, Writing Center and Theatre. The position leads a talented group of faculty and staff and actively collaborates within a distributed leadership Deans' model. The Dean will provide direction and oversight to faculty, professional support staff and student workers.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Demonstrate effectiveness in serving students from first and 1.5-generation and/or historically underrepresented groups as they pursue their academic goals.
- Assist Gavilan College in efforts to increase student success through the development and implementation of equity-minded best practices and programs.
- Provide leadership for program vitality and development, and work directly with faculty to plan for curriculum and program additions, modifications, and deletion.
- Set priorities for resource needs, provide program analysis and multi-year instructional plans and participate in strategic and long range instructional planning for the district.
- Stay abreast of national trends and innovations in teaching and learning, including effective and engaging classroom practices and techniques, alternate modes of assessment, hiring practices, the role of technology in the classroom, and / or changes in course design prerequisites as related to AB 705 implementation.
- Explain the emerging trends within the division and advocate for program needs at key committees and at meetings.
- Encourage excellence in teaching and provide leadership and mentorship to new faculty.
- Serve on, participate in or lead campus organizations, committees, and meetings.
- Create a positive and collegial working environment for all levels of Division staff and work cooperatively with other campus personnel to integrate and coordinate programs and services across the curriculum within a Guided Pathways framework.
- Prioritize Division financial needs, including new hires, program funding, technology and instructional equipment, and communicate those priorities clearly to the departments involved.
- In consultation with faculty chairs, design the schedule of classes each semester to best meet student needs, and provide for staffing of Division courses; administer and evaluate courses

and faculty as required by the collective bargaining agreement.

- Prepare and evaluate budget requests and allocate funds to meet the needs of students.
- Evaluate full-time and part-time faculty and other professional support staff.
- Support faculty and staff development and professional learning and growth among all Division members and track completion of professional growth for track and step advancement.
- Ensure courses for all college sites and centers regarding instructional programs and services meet student demand and need.
- Maintain current knowledge of new developments and innovations in community colleges and higher education, including, but not limited to computer and related technologies which may affect instruction; recommend changes to maintain relevance of division programs to meet student and community needs.
- Work cooperatively with other administrators and supervisors to coordinate programs and services across the curriculum and at all locations to meet student needs.
- Resolve conflicts and issues within the division and between divisions in compliance with collegiality and due process.
- Participate in the student grievance process as required by Board Policy.
- Analyze requests for staff to meet short-term and long-term needs and make recommendations to the College Cabinet; assist in development of job descriptions for new positions.
- Complete program review and provide assistance to faculty chairs and the Executive Vice President in completing and evaluating efficacy of program review and budget requests.
- Monitor compliance with state and federal regulations.
- Serve as evening administrator and perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Higher education in community colleges, including the mission of the California Community Colleges.
- Participatory governance within the California Community College System.
- Local, state, and federal laws governing programs and services.
- Principles and pillars of Guided Pathways.
- Adult learning theory and learning styles.
- Multiple methods of instruction.
- Varied evaluation procedures for staff and faculty.
- Curriculum development and course articulation.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.
- Computer and related technologies for instruction and information management.

Skill in/Ability to:

- Thrive in a dynamic environment.

- Plan, organize, develop, and evaluate the programs, activities, and curriculum of College instructional programs.
- Communicate effectively in both oral and in written communication.
- Work effectively with students, faculty, and staff from diverse backgrounds, in order to promote equal access and equity-mindedness to all divisional programs.
- Select, train, supervise, and evaluate personnel.
- Interpret, apply, and explain rules, regulations, requirements, and restrictions.
- Maintain current knowledge of state and federal rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt effective courses of action.
- Meet schedules and deadlines and plan and organize workflow effectively.
- Work cooperatively with and coordinate projects with other administrators and staff, in order to offer effective services to students.
- Lead with integrity, transparency, and collegiality with a focus on improving student outcomes.

Other Requirements:

Must possess and maintain a valid California driver's license.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

A Master's Degree from an accredited college or university and at least one year of leadership as an administrator, faculty project director, and/or faculty chair is required. Demonstration of successful college teaching experience is desirable.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds. This work is performed indoors in a typical office environment.