



Job Description

Job Title:	Dean	Grade:	DN
Department:	Health, Early Childhood Education and Cosmetology	FLSA:	Exempt

The incumbent in this job is expected to assist the college in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plan, organize and direct all activities; assist instructional administrators in ensuring that the instructional activities comply with the college standards, policies and procedures; supervise permanent and assigned campus personnel; coordinate assigned activities with other campuses; integrate the educational services of the campus with service area businesses and industries.

Characteristic Duties and Responsibilities:

1. Coordinate assigned activities with Directors, Division Directors, Deans, and Vice Presidents.
2. Provide assigned instructional and other support services for students
3. Direct the development and administration of budget as appropriate; direct the forecast of additional funds needed for staffing, equipment and supplies; monitor, recommend, and/or approve expenditures.
4. Coordinate assigned activities with those of other college groups, divisions and outside agencies and organizations.
5. Confer with and provide assistance and advice to the Deans and Vice Presidents; develop, prepare and present recommendations and reports as requested.
6. Carry out overall day-to-day operational supervision of both permanent and assigned staff.
7. Oversee the recruitment, hiring, supervision, training, motivation and evaluation of all assigned campus staff in cooperation with the appropriate college dean, manager, or division director.
8. Evaluate established performance objectives and performance reviews, and implement college personnel policies and procedures for assigned staff in cooperation with the appropriate college dean, manager or division director.
9. Counsel and advise students and staff; suggest appropriate courses of action; and coordinate grievances.
10. Serve on committees and task forces; represent the college at internal and external functions.
11. Oversee and coordinate the operations; supervise and coordinate the room assignment and scheduling; develop, recommend and continually evaluate campus operation.
12. Participate in the development and expansion of course offerings.
13. Manage day-to-day operation of the facility and coordinate activities such as security, parking, physical plant and bookstore.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Revised March 2013



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Reporting Relationships:

- Direction Received:** Receives administrative direction from the Vice President for Learning & Workforce Development
- Direction Given:** Exercises direct and indirect supervision over instructional, support, and administrative staff and facilities.

Minimum Requirements:

Master's Degree from a regionally accredited Institution and five years of increasingly responsible administrative experience in an educational setting

Knowledge, Skills, Abilities and Worker Characteristics:

- Knowledge of instructional needs
- Knowledge of principles and practices of college level instructional administration
- Knowledge of principles of supervision including performance appraisal
- Knowledge of methods and techniques of faculty and student recruitment and counseling
- Knowledge of principles of budget development and administration

Working Conditions:

Typical office environment