

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Dean of Instruction

BASIC FUNCTION: Under the supervision of the area Vice President, acts as the academic officer of an array of campus departments and programs; responsible for the quality and integrity of all aspects of academic and instructional programs assigned; including the supervision of program directors, department chairs, faculty, and classified personnel.

SUPERVISORY RESPONSIBILITIES: Program directors, department chairs, faculty, and classified personnel.

REPRESENTATIVE DUTIES:

1. Provides leadership and direction for the development and modification of educational programs.
2. Advises the campus/college Vice President regarding budgets, planning, coordinating, and evaluating education programs.
3. Prepares reports as needed related to curriculum, enrollment management, and instructional policies.
4. Attends and participates in a variety of required meetings including the Core Operations Advisory Team (COAT), Provost/Vice Chancellor's Cabinet, Curriculum Committee, Strategic Planning Committee, and other appropriate meetings.
5. Participates in the evaluation of faculty.
6. Determines the budget needs in conjunction with chairs and faculty and supervises expenditures
7. Supervises the development of class schedules.
8. Assists in the development of the college catalog, class schedules, and other publications
9. Assign FTES under fiscal and educational policies.
10. Optimizes use of the District's resources for instructional facilities and staff.
11. Meets with students and faculty to resolve and arbitrate conflicts and issues.
12. Directs the development of new programs and curricula.
13. Ensures the academic master plan is reviewed and updated every spring.
14. Administrative lead for strategic planning, enrollment management and accreditation.
15. Serves as a member of the Management Association.
16. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
17. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree with a major in one of the disciplines taught at the community college is required. An earned doctorate is desired. Degrees must be from an accredited institution.

EXPERIENCE: Four years of successful full-time teaching experience and three years of administrative and/or leadership experience at the college level is required. Preparation for, or experience in, management is desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

ABILITY TO: Communicate effectively both orally and in writing.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Co-workers, other departmental staff, students, faculty, and the general public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.