

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

**JOB TITLE:** Dean of Instruction (Division of Languages, Humanities and Social Sciences)

**BASIC FUNCTION:** Under the supervision of the Vice President for Academic Affairs, the Dean of Instruction, Division of Languages, Humanities and Social Sciences, acts as the academic officer and provides administrative supervision and direction to assigned academic programs, which includes the departments of Behavioral Sciences; Communication Studies; Economics, Geography and Political Science; English and Media Studies; History, Humanities and Philosophy; and World Languages. The Dean is responsible for the quality and integrity of all aspects of these academic and instructional programs, and the supervision of program directors, department chairs, faculty and classified staff.

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs academic departments, program directors, department chairs, faculty, classified staff and student employees.

**REPRESENTATIVE DUTIES:**

1. Provides administrative leadership and direction for the development and modification of educational programs in all the disciplines under the area of supervision.
2. Advises the 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 but not limited to Vice Chancellor's Cabinet, Curriculum Committee, Deans Meetings, Strategic Planning Committee, Senate and other appropriate meetings.
5. Oversees and participates in the evaluation of faculty and staff.
6. Determines the departments' budget needs in conjunction with chairs and faculty. Supervises and monitors the budget and expenditures in all areas of basic function.
7. Supervises the development of class schedules.
8. Assists in the development of the college catalog, class schedules, and other publications.
9. Assigns 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, working with department chairs and faculty.
13. Serves as the administrative lead for annual and long-range strategic planning, enrollment management and accreditation.
14. Leads the search for alternate resources for the programs through grants, foundations and fund raising activities.
15. Strengthens existing partnerships and extends new partnerships with school districts, four year institutions, industry and with regional and national professional organizations.
16. Contributes to facility operation design and renovation.
17. Provides opportunities for staff and faculty development.
18. Represents the assigned academic programs, the college and the district at state and national levels.
19. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional organizations.
20. Serves as a member of the Management Leadership Association.
21. Performs other related responsibilities as may be assigned by supervising manager.

**EDUCATION:** Minimum of a Master's degree in any of the core disciplines of Languages, Humanities or Social Sciences is required. A doctorate (Ph.D.) is desired. Degree(s) must be from accredited institution(s).

**EXPERIENCE:** A minimum of four years of successful full-time teaching experience in higher education, preferably in a community college, is required. At least three years of management and/or senior level leadership experience in a postsecondary educational institution is also required. Teaching, curriculum and administrative experience in the core areas of the position is highly preferred.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Higher education in community colleges; applicable laws, codes, regulations and District policies and procedures; current principles and practices of administration, supervision and training; budget preparation and processes; curriculum development; policies, objectives and contemporary practices in the core areas of the position.

**ABILITY TO:** Communicate effectively, both orally and in writing; manage staff; work collaboratively with other administrators, and academic department chairs and faculty; work effectively in shared governance and consensus building settings; analyze situations accurately and adopt an effective course of action; evaluate and support faculty recommendations for program improvements or new service efforts; promote diversity inclusion, equity and academic excellence; advocate for the academic programs to which assigned; identify alternate funding resources and develop grant or special projects applications.

**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, President, Vice Presidents, Vice Chancellor for Educational Services, Instructional Deans, faculty, staff, 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.