



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DEAN OF ACADEMIC SUPPORT & LEARNING TECHNOLOGIES

An Administrative Position
Grade AD

A. General Statement

Reporting to the Vice President of Instruction, the Dean of Academic Support & Learning Technologies is responsible for planning, developing, coordinating, and evaluating instructional student support and professional development programs designed to ensure student success. The Dean of Academic Support & Learning Technologies works closely with the Vice President of Instruction, the Vice President of Student Services, faculty, and staff to deliver integrated instructional programs, including the Learning Center and discipline-specific learning support centers, Library, Middle College High School, learning communities, distance education, basic skills programs, professional development initiatives, and other college-wide student success programs. The Dean of Academic Support & Learning Technologies is responsible for improving, expanding and delivering innovative and successful programs which promote student success.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provide leadership, plan, coordinate, direct, and support the activities of the Learning Center and discipline-specific learning support centers, Library, Middle College High School, learning communities, distance education, basic skills programs, professional development initiatives, and other college-wide student success programs.
2. Provide leadership for and coordinate the development of comprehensive student success plan
3. Work in collaboration with the Office of Research, Planning, and Institutional Effectiveness to set up reporting mechanisms to maximize program efficiency
4. Oversee the execution of evaluation procedures for all faculty and staff in the Academic Support Division
5. Work with faculty and staff to ensure that all academic support programs meet requirements for all college planning and evaluation activities, including but not limited to program review, accreditation, resource allocation, and student learning outcomes and assessment
6. Provide leadership in addressing accreditation standards and college initiatives
7. Participate collaboratively in strategic planning and policy development
8. Plan on both a short- and long-term basis for staffing levels in the academic support division
9. Develop and manage the academic support division budget and direct the development and implementation of selected externally funded initiatives

10. Assist with the development of resource allocations for facilities, equipment, and technologies that sustain academic support programs
11. Provide leadership and coordination for the efficient use of college academic support services facilities and learning technologies and collaborate with district
12. Support and promote external grant opportunities to support student success and faculty development
13. Provide direction and support to help faculty and staff engage in meaningful assessment of student learning outcomes
14. Work with the Vice President of Student Services to encourage integration of appropriate student and instructional services
15. Plan, implement, and evaluate activities to ensure that academic support services are regularly assessed for evidence of student achievement and learning, particularly with regard to student learning outcomes and accreditation standards
16. Promote professional development opportunities for faculty and staff
17. Represent the college to professional organizations, governance entities, community groups, and prospective donors and friends of the college
18. Serve on college and district committees
19. Foster instructional and institutional effectiveness by undertaking other duties as necessary or as delegated by the Vice President of Instruction

C. Requirements

1. Master's or Doctoral degree from an accredited institution
2. One year of formal training, internship, or leadership experience reasonably related to the administrative assignment
3. Experience in budget development and management
4. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students

D. Desirable Qualifications

1. Teaching experience and a minimum of one year experience as an administrator in a postsecondary instructional or related field

E. Knowledge, Skills & Abilities

1. Knowledge of and/or experience with federal regulations, Title 5/Education Code, California regulatory agencies, accreditation requirements, and collective bargaining practices
2. Knowledge and understanding of learning assistance programs and learning-centered strategies for adult learners
3. Knowledge or familiarity with library and learning center services
4. Knowledge or familiarity with learning technologies and distance education
5. Knowledge or experience with establishing and managing basic skills programs
6. Knowledge or experience with state-wide professional development initiatives and best practices
7. Knowledge or experience with learning communities, Middle or Early College or other student learning programs
8. Knowledge or experience with directing the development of student learning outcomes and their assessments and using the results to improve student learning
9. Ability to improve student success and retention through effective services and programs
10. Ability to foster innovation in instructional programs

11. Ability to provide leadership, direction, and support to academic and classified staff within the assigned programs and services
12. Ability to motivate and encourage others to work constructively and cooperatively to achieve and sustain a student-centered learning environment
13. Skill in providing leadership for appropriate integration of learning technologies and pedagogy into instructional programs and activities, including distance education
14. Skill in effectively managing budgets and coordinating the use of facilities
15. Skill in coordinating the writing, implementation, and reporting of grant applications
16. Ability to communicate effectively with students, staff, faculty, and the public
17. Ability to work effectively as part of a team
18. Skill in effectively managing faculty and staff
19. Skill in interpersonal communication, professional relations, and conflict resolution
20. Ability to promote and adhere to the principles of participatory governance
21. Ability to ensure timely and accurate preparation and submittal of comprehensive reports as required

(12/2/2013)