



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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# DEAN OF ATHLETICS, DANCE, AND KINESIOLOGY, LIBRARY, AND LEARNING RESOURCES (ALL)

An Administrative Position at Cañada College  
Grade AD

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### A. General Statement

Reporting to the Vice President of Instruction, the Dean of Athletics, Kinesiology & Dance/Library/Learning Resources is responsible for planning, developing, coordinating, and evaluating instructional student support and professional development programs designed to ensure student success. The Dean works closely with the Vice President of Instruction, the Vice President of Student Services, faculty, and staff to deliver integrated instructional programs, including Athletics, Dance, Kinesiology, Learning Center and discipline-specific learning support centers, Library, and other college-wide student success programs. The Dean 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 Athletics, Kinesiology, Dance, Learning Center and discipline-specific learning support centers, Library, 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 Planning, Research, 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 Division
5. Work with faculty and staff to ensure that the Athletic, Kinesiology, and Dance programs and 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 division
9. Develop and manage the 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 programs in the division
11. Provide leadership and coordination for the efficient use of college academic support services facilities and learning technologies and collaborate with district
12. Work with other Deans to ensure smooth and efficient integration between programs administered by other divisions and services provided by departments within the division
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,
20. Promote communication among departments and among full time and adjunct faculty and staff.
21. Assist in strategic enrollment management
22. Cooperate with student services departments engaged in community and high school relations

### **C. Requirements**

1. Master's or Doctoral degree from an accredited institution
2. Five years 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.
5. Teaching experience and a minimum of one year experience as an administrator in a postsecondary instructional or related field

### **D. Physical/Other Requirements**

This classification requires data comparison, analysis and interpretation; conceptualization; oral communication with small and large groups; persuasive communication; negotiation; confrontation; conflict resolution; coordinating work performed by others; tact, sensitivity, patience; flexibility and adaptability; good memory; attention to details; and prioritization in order to perform the essential functions.

### **E. Knowledge, Skills & Abilities**

1. Knowledge of federal regulations, Title 5/Education Code, California regulatory agencies, accreditation requirements, and collective bargaining practices
2. Knowledge of learning assistance programs and learning-centered strategies for adult learners
3. Knowledge of library and learning center services
4. Knowledge of learning technologies
5. Knowledge of Athletics, Dance, and Kinesiology programs
6. Ability to direct the development of student learning outcomes and their assessments and using the results to improve student learning
7. Ability to improve student success and retention through effective services and programs
8. Ability to foster innovation in instructional programs
9. Skill in providing leadership, direction, and support to academic and classified staff within the assigned programs and services

10. Ability to motivate and encourage others to work constructively and cooperatively to achieve and sustain a student-centered learning environment
11. Skill in providing leadership for appropriate integration of learning technologies and pedagogy into instructional programs and activities
12. Skill in effectively managing budgets and coordinating the use of facilities
13. Skill in coordinating the writing, implementation, and reporting of grant applications
14. Ability to work effectively as part of a team
15. Skill in effectively managing faculty and staff
16. Skills in interpersonal communication, professional relations, and conflict resolution with students, staff, faculty, and the public
17. Ability to promote and adhere to the principles of participatory governance
18. Ability to ensure timely and accurate preparation and submittal of comprehensive reports as required
19. Ability to solve, organize and resolve complex issues (for example: facilities planning, faculty schedules, student learning, etc.)
20. Ability to collaborate about learning support resources efforts across and among various programs to support student success