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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**Assistant Dean of Instruction**

**DEFINITION:**

Under the direction of the Dean of Instruction/CIO and in consultation with the CSSO, the Assistant Dean of Instruction provides leadership for and management in the planning, development, implementation, and evaluation of various instructional and student support efforts. These efforts include instruction through off-site delivery modes such as distance education and instruction provided through educational partners via instructional service agreements. The Assistant Dean also provides direction to ensure equity in service and achievement to all student populations, provides preparation, maintenance, and tracking of program budgets, and oversees various student support services.

**CLASSIFICATION**

* FLSA Exempt
* Educational Administrator
* Date Modified: March 2017

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Work with the CIO to plan, organize, lead, and administer the college’s instructional programs, especially alternative programs such as distance education and instruction provided through educational partners via instructional service agreements.
* Develop and implement a strategic plan for the growth, management, and evaluation of distance education at FRC consistent with the college mission and in cooperation with the Dean of Instruction and the Council on Instruction.
* Work effectively with faculty and other campus employees to improve and ensure instructional quality in all academic programs, especially programs such as distance education and instructional service agreements.
* Develop policy and provide guidance to ensure that institutional processes and course content and delivery are sufficient to accomplish student learning outcomes, meet federal and state regulations, and provide for regular and effective contact between faculty members and students.
* Design and implement professional development opportunities for faculty in the use of instructional technology and related support services, including evaluation procedures to ensure effective teaching and learning.
* Recommend and promote current best practices and guidelines for distance education intellectual property rights policies and guidelines.
* Administer the college’s learning management system (e.g., Canvas) for the delivery of online courses and as a support structure for face-to-face courses.
* Provide oversight for the Incarcerated Student Program (ISP) with emphasis on ensuring instructional quality and academic achievement.
* Provide recommendations to the CIO related to class scheduling for distance education and instructional service agreement programs.
* Collect and analyze data on enrollment, retention, and success, provide regular reports to the appropriate faculty, staff, and administrative committees.
* Collaborate with Student Services to develop and implement plans as required by the CCCCO.
* Work with Information Technology and Student Services staff to ensure accurate data reporting related to Equity to the Chancellor’s Office and other agencies as appropriate.
* Coordinate with Director of Institutional Research & Planning and Council on Instruction to determine appropriate strategies for improving student success in targeted populations.
* Collaborate with Student Services staff to develop and implement strategies to improve success of targeted populations.
* Coordinate with Director of Institutional Research & Planning on pertinent data analysis.
* Develop and oversee processes for providing follow-up services to at-risk students through various intervention strategies.
* Work with staff from instruction and student services, analyze and respond to potential areas for improvement related to student assessment and placement.
* Serve as a liaison to student services committees to assist distance education enrollment management and delivery of student support services.
* Establishes, maintains and cross-references a variety of files and records related to advising, assessment, orientation and follow-up services for students, including prospective and former students.
* Collects, compiles, summarizes, and analyzes program and student statistics; accesses information and generates reports.
* Drafts and monitors budgets.
* Provides and relays information and maintains contact with a variety of college departments and external agencies.
* Prepares a variety of correspondence, reports, handbooks; designs and prepares forms for various program areas; proofs and edits documents.
* Other duties as assigned.

Knowledge of:

* Concepts, methodologies, processes, and terminology applicable to higher education
* Standard office procedures, budget and supply maintenance
* Interpersonal skills using tact, patience and courtesy
* Correct English usage, grammar, spelling and punctuation
* Standard office software such as word processing, spreadsheets and basic web page development
* Assessment methods for student learning outcomes
* Computerized data storage and retrieval
* Technical and research report writing and presentation methods using appropriate computer programs
* Academic disciplines taught in community colleges
* College support programs or student services support programs

Ability to:

* Effectively utilize computer equipment and management information systems
* Collect, interpret, and evaluate complex data
* Use software packages used in a research and planning office setting; learn specialized computer applications software
* Establish and maintain cooperative and effective working relationships with others
* Communicate effectively and clearly both orally and in writing
* Collaborate with various departments and stakeholders
* Understand and follow oral and written instructions
* Work independently with little direction; exercise creativity and critical judgment
* Prioritize and schedule work
* Prepare and deliver oral presentations
* Type sufficiently to operate a computer keyboard
* Use discretion in handling confidential or sensitive information

**MINIMUM QUALIFICATIONS:**

Any combination of education and experience equivalent to a master’s degree.

* Master’s degree from an accredited college or university
* One year of formal training, internship, or leadership experience reasonably related to the administrator’s administrative assignment
* Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

**DESIRABLE QUALIFICATIONS:**

* Community college experience.
* Teaching experience at the college level.
* Experience working with distance education programs.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved with or without reasonable accommodations in the performance of essential duties are:

* Frequent standing, sitting, reaching, walking; occasional lifting (overhead, waist level from floor), carrying, bending
* Constant use of voice (somewhat above normal conversation level)
* Frequent hearing use (ordinary conversation level)
* Vision sufficient to read handwritten, printed documents, and computer screens
* Speech and hearing sufficient to communicate in person and by phone
* Manual dexterity sufficient to use a variety of office equipment and tools, computer keyboards and manipulate papers