

# FEATHER RIVER COMMUNITY COLLEGE DISTRICT

570 Golden Eagle Ave., Quincy CA 95971  
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www.frc.edu

## Instructional Dean

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### DEFINITION:

Under the direction of the VP of Instruction/CIO and in consultation with the CSSO, the Assistant Dean of Instruction provides leadership for and management in the planning, development, implementation, assessment, and evaluation of various instructional and student support efforts. These efforts include instruction through off-site delivery modes such as incarcerated education, 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 works collaboratively with staff in Student Services to provide various student support services as appropriate to off-site students such as those described above.

### CLASSIFICATION

- FLSA Exempt
- Educational Administrator
- Date Modified: September 2023

**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.
- Work with the CIO, the Council on Instruction, and other staff as appropriate to develop and implement a strategic plan for the growth, management, and evaluation of distance education at FRC consistent with the college mission.
- Based on guidance and expectations developed with COI, 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 as appropriate for off-site students and programs.
- Design and implement professional development opportunities for faculty in the use of instructional technology, instructional design, and related support services, including evaluation procedures to ensure effective teaching and learning.
- Work with the campus librarian to 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 by working with faculty on implementing learning tools and applications in Canvas, creating guidelines for online course design, ensuring federal and state regulations around online education are communicated and followed, and providing assistance to online instructors on Canvas course creation.
- Provide oversight for the Incarcerated Student Program (ISP) with emphasis on ensuring instructional quality and academic achievement through various mechanisms such as supporting ISP staff, visiting prisons for student orientation, managing changes from statewide/system priorities, managing instructors in the program, and working with faculty to review curriculum and course delivery.
- Provide recommendations to the CIO related to class scheduling for distance education and instructional service agreement programs.
- Coordinate with the Director of Institutional Research and Planning to obtain and analyze pertinent data, including 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 services to support off-site students.
- 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 and Planning, the Council on Instruction, and Student Services staff to determine appropriate strategies for improving student success in targeted populations.
- 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 scheduling and enrollment of incarcerated students.
- Serve as a liaison to student services committees to assist distance education enrollment management and delivery of student support services.
- Drafts and monitors multiple 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
- Obtain clearance to enter state prisons

**MINIMUM QUALIFICATIONS:**

- Master's degree from an accredited college or university, or the equivalent combination of education and experience
- 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 educational programs serving incarcerated students.
- Experience working with distance education programs and/or instructional service agreements.
- Knowledge or experience in instructional design, especially as it relates to learning management systems.

**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