



Associate Dean Job Description

Division of [Insert here]

Department: [Insert here]

Colorado Personnel System: Exempt

FLSA Classification: Exempt

PURPOSE STATEMENT:

The associate dean shall assist the executive dean by providing leadership in and management of division operations. The associate dean shall represent the division to the broader instructional environment while conveying the policies of the College and implementing those policies within the division. The associate dean shall maintain a commitment to quality instruction, the primary objective of the institution.

The associate dean will be responsible for the following disciplines within the division and any other potential program growth [Insert here].

The primary location for this position is at [enter campus name and address]. May require occasional travel to other campuses to support program needs. The college offers the possibility for alternative work arrangements such as flexplace, remote work, or flextime scheduling upon completion of training and department needs.

Reports To: division's executive dean

ESSENTIAL FUNCTIONS:

Leadership

- Assist the executive dean in leading the evaluation, research, and initiation of new programs.

- Make recommendations to the executive dean on the retention, dismissal, or probationary status of faculty and staff according to prescribed policies and procedures, as assigned.
- Actively encourage the use of emerging learning-centered processes by faculty members in the division.
- Supervise the recruiting, interviewing, and hiring of appropriate regular and part time faculty, classified staff, APT and others within the division, as delegated by the executive dean.
- Operationalize division advising processes.
- Operationalize the activities of the division related to retention, marketing, and recruiting, as appropriate.
- Address and resolve student concerns, in accordance with college policy and procedure.
- Evaluate faculty and staff and participate in classroom observation, as assigned.
- Assist the executive dean in division strategic planning.
- Develop division procedures and provide assistance to the division for Curriculum and Instructional Practices Committee, Perkins funding, Credentialing, Program Approvals, and Advisory Committees, as appropriate.

Curriculum and Instruction

- Assist the executive dean in the coordination and implementation of faculty teaching assignments and workload, as delegated.
- Develop, implement, and assess a rigorous and relevant curriculum with department chairs, faculty, and other participants.
- Supervise the division transfer and CTE programs in consultation with the executive dean.
- Assess and implement an orientation program for new faculty, staff, and others as assigned.
- Assist the executive dean with ensuring ongoing professional development opportunities for faculty, staff, and others, as assigned.
- Assist the executive dean with enrollment management.
- Assist the executive dean with ensuring the division curriculum meets the needs of students and aligns with college, state, and national requirements and accrediting bodies, as appropriate.
- Assist in preparing institutional, state, and national reports on a timely basis, as appropriate.

- Assist the Executive dean with the oversight of the alignment of curriculum to ensure students gain the competencies to succeed in transfer programs and career and technical areas.
- Work with department chairs in transfer and articulation processes, as appropriate.

Community and Service

- Actively participate in committee work that promotes the goals of the division and the institution.
- Actively participate in community activities and advisory boards.
- Assist the executive dean, where appropriate, in building relationships with the division and community partners.

Budget

- Assist the executive dean with the oversight of the development and management of the division budget, as assigned.
- Assist the executive dean with the planning and management of the physical facilities assigned to the division.
- Assist the executive dean in the development and management of agency contracts, as assigned.

General Duties

- Cultural competence and commitment to helping close the student equity gap at our institution.
- In addition to the specific duties and responsibilities included herein, Pikes Peak Community College administrators are responsible for certain general duties and responsibilities listed in the PPSC Policy Manual and Educational Procedures manual.
- All other duties as assigned by the executive dean.

Minimum qualifications:

- Completed bachelor's degree from a regionally accredited institution.
- Three years of professional level experience in teaching, leadership in workforce development, college administration and [Insert here].
- Demonstrated ability to work effectively with a diverse population.

Professional level experience is defined by the Colorado Division of Human Resources: A position that involves the exercise of discretion, analytical skill, judgment, personal accountability, and responsibility for creating, developing, integrating, applying, or sharing an organized body of knowledge. Colorado revised statute (C.R.S. 24-50-135(1) allows

colleges to exempt positions from the State Personnel Classified System that are determined to be professional-level work.

Preferred qualifications:

- Completed master's degree from a regionally accredited institution.
- Demonstrated ability to effectively supervise and evaluate faculty.
- Demonstrated understanding of the Community College mission.
- Demonstrated ability to develop, implement, grow, and assess a rigorous and relevant curriculum.
- Three or more years of teaching experience in higher education.
- Three or more years of successful supervisory administrative or supervisory leadership experience in higher education and/or in the [Insert here] industry.
- Demonstrated experience with supervising interdisciplinary faculty and managing interdisciplinary programs.

This job description reflects Pikes Peak State College's best effort to describe the essential duties and qualifications of the job. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.