

JOB DESCRIPTION

# Instructional Division Associate Dean

**Division: Position Number: TBD by HR**

**Colo. Personnel System: Exempt FLSA Classification: Exempt**

## PURPOSE STATEMENT

The Associate Dean shall work under the direction of the Dean and shall assist the Dean in 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 commitment to quality instruction, the primary objective of the institution.

The college is looking for a successful leader, which is defined by colleagues as a trusted advisor whose empathy is demonstrated through inclusiveness and service to others. This person will be described as having integrity, humility, and an inviting demeanor that puts those around him/her at ease. This leader will demonstrate a strong commitment to the value of diversity among students and staff, as well as sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of PPCC students. The individual works together with colleagues to create an atmosphere of trust and respect in which all can succeed.

The Associate Dean will be responsible for the following discipline areas:

**REPORTS TO:** Dean of Division

## ESSENTIAL FUNCTIONS

In consultation with the Dean and all relevant stakeholders, general duties and responsibilities may include, but are not limited, to the following:

## LEADERSHIP (25%)

* Assist the Dean in leading the evaluation, research and initiation of new programs.
* Make recommendations to the 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 division.
* Supervise the recruiting, interviewing and hiring of appropriate regular and adjunct faculty, classified staff, APT and others within the division, as delegated by the 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 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 & INSTRUCTION (50%)

* Assist the 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 stakeholders.
* Supervise the division transfer and CTE programs in consultation with the Dean.
* Assess and implement an orientation program for new faculty, staff and others as assigned.
* Assist the Dean with ensuring ongoing professional development opportunities for faculty, staff and others, as assigned.
* Assist the Dean with enrollment management.
* Assist the 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 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 & SERVICE (10%)

* 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 Dean, where appropriate, in building relationships with the division and community partners.

## BUDGET (15%)

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

## GENERAL DUTIES

* 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 Pikes Peak Community College Policy Manual and the Pikes Peak Community College Educational Procedures manual.
* All other duties as assigned by the Dean.

**MINIMUM QUALIFICATIONS:**

* Bachelor's degree from a regionally accredited institution in a discipline listed above
* Three years of teaching experience in higher education
* Two years of successful administrative or leadership experience in higher education  Demonstrated ability to work effectively with a diverse population

**PREFERRED QUALIFICATIONS:**

* Four or more years of teaching experience in higher education
* Three or more years of successful administrative or leadership experience in higher education
* Master's degree or doctorate from a regionally accredited institution in a discipline listed above
* Demonstrated understanding of the community college mission
* Demonstrated ability to develop, implement, grow and assess a rigorous and relevant curriculum
* Demonstrated experience with supervising interdisciplinary faculty and managing interdisciplinary programs
* Demonstrated progressive leadership ability and successful record of innovation
* Demonstrated resilience and ability to embrace change in the ever-changing environment of higher education