



Job Description

POSITION TITLE:	Director III, Dean of Academic Affairs Teachers College of San Joaquin (TCSJ) Educational Services	#6187
SALARY PLACEMENT:	Administrative Council Salary Schedule Range 1	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Doctorate (or in progress) Degree, valid California Teaching Credential, and a California Administrative Services Credential. Ten years of classroom teaching experience (K-12 and/or Higher Education.), and five years of educational administration experience (K-12 and/or Higher Education.).

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Doctorate Degree in an education related field. Five or more years of administrative experience in a college or university and/or teaching college level courses. Previous work experience supervising, evaluating and/or supporting staff and faculty, including the development of programs and courses at a college or university level. Leadership experience and expertise in the design and implementation of Program Reviews. Experience in writing and use of program evaluations for the institution and submissions to accrediting agencies (WSCUC and CCTC). Leadership and oversight of activities related to accreditation cycles and oversight of program submissions to accrediting agencies. Experience in the writing and management of grants and oversight of professional learning activities for faculty. Experience in budget development and oversight.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possess leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings. Ability to supervise, lead, and evaluate staff. Understands program evaluation and data collection to inform program goals, provide resources, and training when appropriate. Ability to be flexible based on program needs. Ability to create and follow policies and procedures. Ability to manage and oversee budgets. Ability to operate a computer and knowledge of assigned software; work in a collaborative setting; successfully manage multiple tasks concurrently; and has a strong work ethic that includes both vision and ability to implement programs. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to design and implement innovative educational, academic programs for adults. Knowledge of state and federal regulations pertaining to program evaluations, and the accreditation activities for teacher and administrative credentialing, M.Ed. degree programs, and Induction (e.g. WASC Senior Colleges and Universities Commission and CA Commission on Teacher Credentialing). Understand and possess the ability to design curriculum, review and evaluate programs, write reports to granting accreditation agencies, and write grants that will support and sustain TCSJ activities.

DISTINGUISHING CHARACTERISTICS:

The Director III represents Range I of the Administrative Council Salary Schedule, and provides leadership and vision for the organization. This position requires educational management experience.

SUMMARY OF POSITION:

Under the direction of the Assistant Superintendent of Educational Services and the President of Teachers College of San Joaquin, the Dean of Academic Affairs will ensure the academic integrity of the college for curricular, instructional and research affairs, as well as support the President in management of the college.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present material and information concerning department programs, services, operations, and activities; represent SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Attend TCSJ Governing Board meeting, serve as a member of the Strategic Leadership Team.
14. Encourage, participate and support research, grant-writing, publishing and other activities of the college.
15. Oversee the office of institutional research and the Institutional Review Board (IRB) activities.
16. Oversee TCSJ's Program Review process.
17. Provide leadership in the development of or changes to academic policies and procedures.
18. Assist the President and college leadership on achieving priority institutional objectives focused on student learning and success, such as coordinate activities and action plans with the board, staff and faculty on initiatives within TCSJ's Strategic Plan.
19. Provide oversight and assistance of new program (re)design and writing for program submissions to accrediting agencies.
20. Share outcome data with leadership, governing board, faculty, and students.
21. Support the President in the fiscal management of the college.
22. Act as President's designee in his/her absence.
23. Provide leadership for all academic programs (e.g. credential and M.Ed.), including alignment of and adjustments to programs and courses, as well as coordinate faculty professional learning activities.
24. All other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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