

CLASSIFICATION SPECIFICATION

Assistant to the Dean of Instruction

FT/PT Class Code: 5031, 5531 Pay Grade: B/C 12 FLSA: Exempt Rev. 07/01/14

SUMMARY STATEMENT: An incumbent is responsible for providing administrative support to the Dean of Instruction in areas such as master scheduling, public relations, fiscal management, and faculty evaluations.

NATURE AND SCOPE:

An incumbent reports to the Dean of Instruction and supervises the support staff. The incumbent develops the master schedule, coordinates course and instructor evaluation, financial management, and specific aspects of student registration. At this level, the emphasis is on information gathering and analysis and providing technical assistance to the Dean in developing and evaluating programs and operations of the Dean's office and the Instructional Division, after consultation with the Dean of Instruction, department chairpersons, Workforce Development and Community Education Division, Director of Planning, and Registrar. The incumbent opens, closes, and/or deletes courses, and ensures room availability. The incumbent is responsible for the collection, compilation, and analysis of data regarding courses, instructors, etc. to enable evaluation of instructors and course content.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Accumulates necessary data and constructs the master schedule in consultation with department chairpersons for all Instructional Division courses. Assigns rooms for classes and resolves scheduling issues. May also schedule rooms for non-credit classes and camps. Prepares and distributes room schedules prior to the beginning of each session. Generates records and reports.
2. Serves as the liaison with administration, department chairs, faculty, staff, students, registrar's office, and the public and explains academic policies and procedures to department chairs, faculty, staff, and students. Records and processes student issues.
3. Provides advanced level of administrative support such as: maintaining calendars, processing curriculum changes, recording minutes for department chair and other divisional meetings, composing correspondence, extracting reports from databases, maintaining files and tracking various lists and information, etc.
4. Supervises, trains, and evaluates support staff.
5. Identifies courses to be evaluated for each faculty member and ensures that both day and evening faculty members are evaluated by students. Also ensures that performance evaluations of full-time faculty are completed.
6. Reviews comments from student evaluations and advises the Dean of Instruction of findings.

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. Coordinates registration center for Instructional Division, e.g., prepare adequate faculty center coverage, schedules courses for faculty, etc.
8. Audits No Show, Last Date of Attendance, and Interim Progress Report entries to determine faculty who have not entered appropriate data and advises department chairs so that all entries can be made by the deadline.
9. Reviews employment contracts to ensure completeness; determines annual department chairperson stipends; prepares reports on contracted employees for the academic term; reviews payroll information to ensure proper payment to faculty and staff.
10. Establishes and maintains accounting procedures for divisional budget as allocated by the Dean of Instruction (supplies, capital, travel, and contractual).
11. Coordinates repair and maintenance of rooms and equipment with maintenance and technical staff. Tracks condition of classroom furniture and assists with research and purchase of new furniture.
12. Coordinates College catalog input, the preparation and updating of the prerequisite/co-requisite publication, and requests revision of full-time and adjunct faculty handbook.
13. Represents Dean of Instruction at meetings upon request. Participates in committees such as Educational Support Outcomes Assessment (ESOA), task forces, etc. as assigned.
14. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of methods and techniques used in analyzing operational and managerial problems.
- ◇ Knowledge of principles and practices of administration, management, and supervision.
- ◇ Knowledge of operation of Instructional Department and course content.
- ◇ Knowledge of course sequencing for all instructional departments.
- ◇ Knowledge of the College's student database.
- ◇ Knowledge of accounting, fiscal policies, and guidelines.
- ◇ Knowledge of appropriate computer software.
- ◇ Ability to express and present ideas and conclusions effectively, both orally and in writing.
- ◇ Ability to operate computer and word processing equipment.
- ◇ Ability to collect and analyze data.
- ◇ Ability to think critically and make decisions.
- ◇ Excellent interpersonal, communication, decision-making, critical thinking, and organizational skills.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of responsible office management experience; or other equivalent combination of education and experience.