

 **Job Description**

# Job Title: Campus Academic Dean Department: Campus Operations

**Reports To: Campus Director Classification: Full-time, Exempt**

**Summary:** The Campus Academic Dean is responsible for the day-to-day operation of the educational programs and delivering an engaging academic environment. This role is responsible for the academic oversight of both capped and core program directors and faculty on the campus along with developing, implementing, and delivering academic outcomes for the campus. The role is under the direct supervision of the Campus Director. Collaboration is expected from the College Dean of Instruction and Student Success, and the Student Affairs Manager.

# Essential Duties and Responsibilities:

* Supervises instruction to ensure the integrity of educational programs on the campus through classroom observations
* Supports academic outcomes such as course completion, student satisfaction, retention leading to career placement
* Coordinates faculty teaching schedules, classroom and lab facilities, and campus activities
* Coordinates faculty recruitment, hiring, and evaluation according to established policies
* Builds capacity of faculty and administration through ongoing professional development
* Coordinates/supports assigned portions of new faculty orientation and training
* Assesses and analyzes student mastery of course and program learning
* Review assessment data and assist faculty with adjustment of instructional methodologies to improve student learning
* Ensures the classroom is an engaging environment for students
* Maintains records, statistical reports, examinations, data, and other program-specific items as required by the college, accreditation, or governmental agencies
* Participates in program reviews, institutional committees and campus meetings as required
* Ensures programs are compliant with college policies, accreditation, and state requirements
* Provides academic counseling, tracks, monitors attendance, grades, and Satisfactory Academic Progress
* Produces and analyzes reports that track retention, grades, and other outcomes to support continuous improvement
* Participates as assigned in related admissions, education, employment services activities and over-all campus events
* Develops, implements, and delivers various student retention programs
* Performs other duties as assigned

**Supervisory Responsibilities:** Supervises Program Directors, Faculty and Academic Administrative Staff. Responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

# Core Competencies

Integrity and Ethics - Demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; treats people with respect; keeps commitments; inspires the trust of others and upholds organizational values.

Professionalism – Approaches other in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follow through on commitments.

Adaptability – Responds to change with a willingness and ability to learn new ways of working. Adapts approach and demeanor in real time to match the shifting demands of different situations.

Organization Support – Supports organizations goals and values. Is keenly aware of the time frame in which tasks or projects needs to be done; accepts and mirrors the level of urgency conveyed by the manager or customer being served; puts priority on the needs of the organization or the needs of its customers. Fosters collaboration and teamwork across the Institution.

Communication – Develops and delivers communication that conveys a clear understanding of the unique needs of different audiences.

# Job Competencies

Deliver Results - Consistently achieves results within established timelines and shows resilience when faced with obstacles.

Manages Multiple Priorities - Handles multiple assignments and priorities yet still fulfills all commitments; readily accepts new responsibilities and adapts well to changes in procedures; gives appropriate priorities to various work demands.

Management Excellence - Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for employee’s activities; is accessible to staff; provides regular performance feedback; develops employee’s skills and encourages growth; solicits and applies employee and student feedback; fosters quality focus in others; improves processes; continually works to improve supervisory skills. Aligns work with strategic goals.

Leadership - Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts and provides feedback from others; gives appropriate recognition to others; able to build morale and group commitment to goals and objectives.

Training and Development – Ensures a proper onboarding and orientation for all new hires, provide training and development opportunities to maximize success in employee assignments; views training and development as an investment in employees and uses mentoring, cross-functional assignments, job rotation or other on-the-job learning opportunities to enhance the depth and breadth of skills and experience; encourages self-development opportunities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Master’s degree required. Degree(s) must be from institutions accredited by recognized U.S. accrediting agencies and or degrees from non-U.S. institutions are recognized only if equivalence has been established and provided. Minimum of 5 years of administrative experience preferably in an educational institution.

Language Skills – Ability to read and interpret documents such as safety rules, and policy and procedure handbooks; ability to write routine reports and correspondence; ability to speak effectively before groups of employees or students of the campus.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measurement, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to use common sense in all situations; ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook and experience with Student Information Systems, and LMS.

**Physical Demands:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.