

Colorado Mountain College

Position Description

Title: Assistant Dean of Instruction
FLSA Classification: Exempt
Hiring Salary Range: \$66,984.98 - \$74,427.86

Primary Responsibility

The primary responsibility of the Assistant Dean of Instruction is to coordinate and supervise the delivery of educational programs with an emphasis on quality instruction and student access. The Assistant Dean of Instruction has direct responsibility for campus adjunct faculty and will work in collaboration with School Deans to support processes for full time faculty.

The Assistant Dean evaluates adjunct faculty for excellence in teaching and learning methods and assists in discipline related full time faculty evaluation as necessary or applicable in collaboration with School Deans.

Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. For example, a Master's Degree along with two years related administrative experience, or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position. Supervisory experience essential.

Depending on the position responsibilities, examples of desired experience may include curriculum development, organizational development, budget management, and demonstrated knowledge of pedagogy and teaching experience, whether in an academic, business, or training environment. Oversight of educational programs preferred, as well as experience in faculty development programs, instructional design and course and curriculum design in multiple modalities, current educational technology, curriculum alignment and focus on learning outcomes.

Ideal candidates will have at least one year of staff oversight experience. In lieu of staff oversight experience, candidates with five or more years of teaching experience may be considered.

Applicants must demonstrate a commitment to working in a culturally diverse environment and the ability to effectively work with students, employees, vendor and community members having diverse backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Recruits and supervises adjunct faculty and supports and supervises the college operational needs for full-time faculty. Includes faculty campus orientation, credentialing in collaboration with School Deans, and scheduling workload in accordance with college policy and in alignment with college programming goals.

2. Evaluates adjunct faculty, as requested full time faculty, for excellence in teaching and learning methods and assists in discipline related faculty evaluation as necessary or applicable.
3. Coordinates with School Deans, Faculty Chairs and Academic Affairs college-wide for academic consistency.
4. Serves as a member of the Instructional Leadership Team (ILT College-wide Committee).
5. Supports faculty to ensure excellence in teaching for full and part-time faculty teaching methodology and technology by keeping current on teaching trends and methods.
6. Supports faculty development activities in conjunction with the Faculty Chair and School Dean.
7. Supports faculty in instructional objectives, securing textbooks and instructional materials and equipment and campus course oversight.
8. Participates with program advisory committees and discipline meetings aligning education programming oversight scheduling of courses.
9. Through committee work in ITL provides input and guidance in development of institutional academic policies and procedures.
10. Maintains and enforces policies, procedures and academic standards;
11. Responsible for risk management in classroom and at off-site facilities; may coordinate arrangement of and compliance with off-site facility agreements.
12. Coordinates with faculty, campus leadership and the international Programs Committee to facilitate international study abroad activities for students as applicable.
13. Manages operational budget for instructional development and capital equipment, purchases required materials.
14. Provides data and information required by state, federal, and other accrediting and regulatory agencies; oversees compliance with grant funded programs; assures campus compliance with external agency requirements.
15. Assists with or addresses student issues related to courses within area of responsibility.
16. Collaborates and communicates with on-campus academic and student services to ensure high quality responsiveness for student academic quality.
17. Engages in campus marketing efforts including course schedule production, local advertising, press releases and promotional events.
18. Provides leadership and service on campus and supervises staff as assigned.
19. Assists in recruiting and retaining students for assigned educational programs.
20. As assigned by campus VP or Dean may generate or provide oversight in the creation of contracts for both credit and non-credit courses.
21. Engage in community engagement and leadership activities.
22. Works with local schools districts in regarding programming, and staffing of concurrent enrollment offerings.
23. Reviews enrollment data for programs in conjunction with the Campus and School Dean to make recommendations regarding faculty need.
24. Coordinates/prepares semester schedule for courses and programs under areas of responsibility

25. Performs other duties as assigned.

Supervision Received

This position reports to a designated campus administrator.

Supervisory Responsibility

This position supervises adjunct faculty and may supervise staff.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information

325000 70%/304230 30%

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2017; format and req updated 2020; added 1.25 COL 7.27.20

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.