



Position Description

Position: Dean, Business and Distance Education	Position Number: M-_____
Department/Site: Instruction	FLSA: Exempt
Evaluated by: Vice President, Instruction	Salary Range: _____

General Description

Under the direction and supervision of the Vice President of Instruction, the Dean is charged with assisting in the supervision, promotion, organization and coordination of Accounting, Business, Office Technologies, Real Estate and Distance Education areas conducted during the day, evening, weekend, and summer sessions. The position may have a maximum 40% classroom teaching assignment averaged over a full year. This is a twelve month educational administrative position with classroom retreat rights.

Essential Duties and Responsibilities

- Insures compliance with district, state and federal regulations.
- Prepares class schedules and catalog information.
- Insures proper maintenance of all scheduled classes and office hours.
- Substitutes in disciplines where he/she carries the minimum qualifications and serves as teacher of record for departmental instructional labs.
- Demonstrates leadership in long range planning and program review activities, faculty and staff development activities, program and curriculum development, the selection of departmental textbooks, equipment, supplies, and library materials.
- Handles the selection and evaluation of departmental personnel.
- Conducts faculty orientations with new full time faculty before the beginning of each academic year and with adjunct faculty at the beginning of each semester.
- Manages resources as allocated to the assigned department.
- Follows progressive discipline measures as needed.
- Resolves level-one grievances.
- Chairs a minimum of four scheduled faculty meetings each academic year and forwards the minutes to the appropriate Dean of Faculty and to the Office of Instruction.
- Chairs appropriate advisory committees.
- Assists with the development of relevant facility improvements.
- Makes requests for federal, state and corporate grants.
- Maintains work schedule of 40 hours per week to insure availability to faculty and district.
- Working collaboratively with relevant distance education staff.
- Other duties as assigned.

Minimum Qualifications

- Evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students **AND**
- Possession of a Master's degree in the disciplines of Accountancy, Business, Business Management, Business Administration, Finance, Marketing, or Business Education (OR any of the related field subject areas listed under these disciplines in the community colleges Board of Governors Minimum Qualifications booklet) **OR** Governors Minimum Qualifications booklet) **OR**



Position Description

- The equivalent. (It is the candidate's responsibility to provide conclusive evidence of equivalency.)
- One year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.
- Earned degrees received from an accredited institution or an equivalent foreign institution by the deadline date.
- Foreign transcripts translated and evaluated in English by a bonafide evaluation service.
- Evidence of ability to communicate effectively, in English, both orally and in writing.
- Evidence of interest in working in the community college setting.
- Evidence of qualification for a current Citrus College Faculty Service Area.
- Evidence of the ability to work effectively with staff and students from diverse backgrounds.
- Evidence of ability to work effectively as a member of the instructional administrative team.
- Evidence of experience, education or training in technology-mediated instructional methods.

Preferred Qualifications

- Experience in a leadership role in an academic department environment at the postsecondary level.
- Evidence of ability to embrace/promote use of technology mediated instruction techniques.
- Evidence of willingness to promote flexible and creative instructional strategies, curriculum, and scheduling of classes.
- Experience in International Education.