

## DEAN OF COLLEGE PREPARATORY STUDIES

### Job Description

<b>CATEGORY:</b>	ADMINISTRATIVE AND PROFESSIONAL
<b>POSITION STATUS:</b>	FULL-TIME
<b>FLSA STATUS:</b>	EXEMPT
<b>SALARY CODE:</b>	12

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

#### **JOB SUMMARY**

Directs and coordinates the Division of College Preparatory Studies (CPS) and its programs and course offerings by providing leadership in the ongoing development of an innovative and current curriculum that prepares students for success in Developmental Education courses and transitioning to college-level courses and career and technical education programs. The Dean will foster collaboration across disciplines to promote faculty partnerships and deep learning through learning communities, service and cooperative learning and other proven pedagogical strategies; providing administrative and instructional leadership to the faculty in the respective disciplines; and serving in an advisory capacity in all matters relating to the curriculum and the instructional process.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, administers, manages, and evaluates the CPS programs and course offerings.
- Provides leadership and vision for the creation of program and student learning outcomes for the CPS at the College.
- Develops and implements new CPS programs and courses in response to the needs of the community and will especially utilize digital formats for courses, textbooks, learning labs, on-line tutoring, and other learning support services.
- Functions as the instructional leader for the CPS division in the development, assessment, and revision of curricula, program outcomes, and student learning outcomes in collaboration with faculty.
- Interacts with community groups, local school districts and business and industry regarding their specific educational needs.
- Assists in the development and the writing of proposals and will serve as the grant director in some instances.
- Provides recommendations to the Vice President for Instruction and Student Services for the employment, assignment, evaluation and professional development of all full-time and adjunct CPS faculties.
- Verifies and approves CPS faculty credentials in collaboration with the Vice President for Instruction and Student Services.

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- Participates in faculty and committee activities.
- Reviews, maintains and evaluates the CPS divisional budget and directs appropriation of funds and expenditures relating to CPS programs and courses.
- Develops, implements, monitors and revises CPS policies and procedures in collaboration with the Vice President of Instruction and Student Services.
- Leads the process for systematic CPS program review and evaluation as per the model adopted by the College.
- Develops and maintains positive partnerships with the Texas Higher Education Coordinating Board (THECB), school districts, and other governmental, community, and educational institutions of the College's service area to ensure their educational needs are met.
- Assists in the development of marketing and promotional strategies for CPS programs and courses.
- Works with faculty and staff to resolve student issues and complaints in compliance with College policies and procedures.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS**

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.

- A strong commitment to the mission of the community college.
- Demonstrated knowledge of Developmental Education curriculum, assessment and evaluation.
- Demonstrated knowledge of the rules, regulations and principles of the THECB and the Southern Association of Colleges and Schools Commission on Colleges relating to Developmental Education.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.

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- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Proficient in the use of e-mail, word processing, spreadsheet, and presentation software and the use of the Internet to access data, maintain records, generate reports, and communicate with others.

**REQUIRED EDUCATION AND EXPERIENCE**

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.

- Master's degree from an accredited college or university, with a major in one of the instructional areas within the Division, a major in Developmental Education, or graduate coursework sufficient to teach within a college discipline is required.
- Minimum of three (3) years of relevant administrative and/or managerial experience in a comprehensive community college or university.
- Minimum of three (3) years of teaching experience at the post-secondary level.
- Experience in the development and monitoring of student learning outcomes and assessment strategies in Developmental Education.
- In-depth understanding of and experience in the planning, development, evaluation, and budgeting of Developmental Education programs in a community college or university setting.
- Experience in grant writing and the implementation and monitoring of grant-funded programs.

**PREFERRED EDUCATION AND EXPERIENCE**

- Doctoral degree from an accredited college or university.
- Teaching and administrative experience in a comprehensive community college setting.
- Experience in the accreditation process within a comprehensive community college setting.

**CERTIFICATES AND LICENSURES**

- None required.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

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accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**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. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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## Posting Specific Questions

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a master's degree from an accredited college or university, with a major in one of the instructional areas within the Division, a major in Developmental Education, or graduate coursework sufficient to teach within a college discipline?
  - Yes
  - No
3. \*Do you have a minimum of three (3) years of relevant administrative and/or managerial experience in a comprehensive community college or university?
  - Yes
  - No
4. \*Do you have a minimum of three (3) years of teaching experience at the post-secondary level?
  - Yes
  - No
5. \*Do you have experience in the development and monitoring of student learning outcomes and assessment strategies in Developmental Education?
  - Yes
  - No
6. \*Do you have in-depth understanding of and experience in the planning, development, evaluation, and budgeting of Developmental Education programs in a community college or university setting?
  - Yes
  - No
7. \*Do you have experience in grant writing and the implementation and monitoring of grant-funded programs?
  - Yes
  - No
8. Do you have a doctoral degree from an accredited college or university?
  - Yes
  - No
9. Do you have teaching and administrative experience in a comprehensive community college setting?
  - Yes

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- No
10. Do you have experience in the accreditation process within a comprehensive community college setting?
- Yes
  - No