

DEAN OF INSTRUCTION (CC)**DEFINITION**

This is administrative academic work in directing all academic programs of a Community College. Work involves responsibility for supervising and participating in both programs and curriculum development; supervision and coordination of the activities of department and division chairmen including faculty recruitment, training, and evaluation, and providing academic advice, planning, budgeting, requisitioning, and record keeping as well as coordinating the scheduling of classes and facility usage. Work also includes responsibility for the supervision, direction, coordination, and integration of the activities of non-instructional resource personnel and services to assure their applicability to the goals and objectives of the College. Work entails serving on a number of committees such as curriculum and academic development, advisory boards, and other ad hoc committees which may be constituted to meet emergent needs. Responsibility for the planning, implementation, and continuing operation of a viable community services program is a salient portion of the duties of this class.

Work requires considerable knowledge of educational administration and curriculum development as well as budgetary processes, program planning and evaluation, and community college goals and philosophy. Supervision is exercised over the total academic staff and learning resource personnel of the College. Work is reviewed through consultations with the Provost and evaluation of the programs and activities under the incumbent's supervision.