

DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION
2021

POSITION: Dean of Academics
DIVISION: Academic Affairs
STATUS: Full time, 12 Month, Exempt position
SUPERVISION RECEIVED: President
SUPERVISION EXERCISED: Faculty & Adjunct Instructors, Academic Coordinator and Student Employees

SUMMARY OF WORK:

Dawson Community College invites qualified candidates to apply for the full-time Dean of Academics position. The Dean of Academics is accountable for ensuring quality and integrity across all campus academic functions. The Dean promotes academic achievement and student satisfaction consistent with established education objectives, quality standards and fiscal responsibility. In consultation with the Vice President of Academic & Student Affairs provides leadership to the academic activities across the College; evaluates the effectiveness of the College's academic activities and recommends methods for continuous improvement.

The Dean of Academics oversees academic programs and curriculum, assessment and program review, academic policy and processes, faculty appointments and evaluations, academic facilities and academic budget planning. Also works collaboratively with the President, deans, and administration to ensure consistency between academic goals, academic policy and processes, admission and student policies, academic calendar, accreditation compliance, and other interrelated aspects, as well as student success and retention.

The Dean provides training to the instructional staff to maintain teaching excellence and conducts research on new trends in academic initiatives. The Dean is responsible in maintaining effective communication between students and faculty within the college and with other academic personnel. The Dean also acts as a liaison between the instructors and students and the President.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College must demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in fulfilling our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a "caring regard" for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and "caring regard" for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Lead, supervise and manage all aspect of academic operations. Manage Faculty and academic staff and conduct faculty development to ensure quality of program delivery and academic management.
- Assist President in all matters related to academic affairs.
- Serve as Chief Academic Officer for Dawson Community College
- Maintain current working knowledge of regulatory, state, NWCCU and Department of Education regulations and assist with implementation and oversight of institutional policies/procedures.
- Ensure community resources (i.e. guest speakers, program advisory committee meetings) are conducted per accreditation guidelines.

- Ensure all academic paperwork is processed according to procedures to ensure completeness and accuracy of documentation collected.
- Utilize and build upon the current Assessment Model
- Assess curricular performance: Review course syllabi, outlines, lesson plans, exams, and school catalog to ensure compliance. Conduct annual assessment and program reviews. Promote delivery of instruction utilizing interactive technologies. Ensure that student end of term evaluations are completed for each course.
- Work with Director of Library to maintain a student centered Library that complies with regulatory standards and that meets student needs.
- Represent the organization in its relationship with the community through targeted events, conferences, and meetings to promote growth and reputation.
- Oversees mapping and monitoring of curriculum, course, emphasis, and program learning outcomes;
- Oversees program reviews and curricular updates to ensure current, relevant programs of study;
- Monitors assessment programs for maximum effectiveness and uses of assessment data in analysis, decision making, faculty review/development, and strategic planning;
- Oversees selection and scheduling of courses, recommends implementation or deletion of courses as appropriate;
- Ensures that instruction and learning resources support an outstanding educational experience for the student.
- Conducts Institutional Effectiveness Reporting for the academic department and utilizes IER-generated data in decision making and strategic planning;
- Oversees fair and equitable recruiting, onboarding, training, and evaluation of faculty and academic staff in accordance with the college's diversity and inclusion policies.
- Coaches, directs, mentors, and supervises activities of all academic personnel; Ensures ongoing development and team building initiatives;
- Ensures faculty governance structures are supported and in place;
- Develops and monitors the academic budget;
- Attends student and campus events regularly, participating where appropriate.
- Contributes to marketing and recruitment efforts, including participation in open houses, field trips, college fairs, conferences, and other related events.
- Ensures compliance with all regulatory, state, NWCCU and Department of Education regulations and assist with implementation and oversight of institutional policies/procedures.
- Nurtures a positive, creative, collaborative, diverse, and welcoming campus culture.
- Carries out managerial responsibilities in accordance with the college's strategic plan, policies, procedures, and applicable laws.
- Ensures that diversity and inclusion are a vital component of recruiting and promotion;
- Collaborate with other departments with the purpose of meeting student needs and promote student development, retention and placement.
- Coordinate/assist and support program directors and faculty and work with Student Services on student retention efforts.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, may receive and is required to report any criminal incidents brought to their attention to the Vice President of Academic and Student Affairs so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)
- Perform other duties as assigned.

PERFORMANCE STANDARDS

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others 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; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment – Assesses annual performance and works closely with the enrollment management team.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

REQUIRED QUALIFICATIONS

- Master's degree in Education or related field
- Experience: Two (2) years of higher education or related professional experience including supervisory (director, chair, etc.)
- Licensure of Certification: Current Driver's License

PREFERRED QUALIFICATIONS

- Five (5) years higher education or related professional supervisory experience
- Two (2) years teaching experience
- Experience at a Community College or Technical College

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)
- Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department
hr@dawson.edu
406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Katherine Carrier, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: kcarrier@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____ DATE: _____