

# JOB DESCRIPTION



---

**Position Title:** Dean of Liberal Arts

**Department:** Liberal Arts

**Employment Category:** Administrative Staff

**Primary Location:** District-wide

**FLSA Classification:** Exempt

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS20

---

**Position Summary:** The Dean of Liberal Arts is responsible for providing district wide leadership, supervision, guidance and direction for the Liberal Arts instructional programs, courses, services, faculty and staff and for planning and implementing district wide educational programs and services aligned with the goals of the college mission.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides leadership and administrative oversight for campus faculty, staff, programs and services in the areas of developmental education, general education and transfer education.

Provides leadership for ensuring quality in all aspects of the college's instructional and student and staff development programs; engages faculty and staff participation in support of district-wide educational priorities; assists with the preparation of program needs analyses designed to identify unmet community needs and to recommend new initiatives designed to serve the educational needs of Cochise County citizens and prepare students as lifelong learners; recommends initiatives and provides oversight of college efforts designed to strengthen the college's relationships with community-based organizations and other external entities

Plans, develops, evaluates and implements campus wide educational programs and services to align with the goals of a learning college; develops and oversees campus instructional budgets, class schedules, classroom and facilities utilization and coordinates programs and services with other campus personnel

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Master's degree in a related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Five years college-level teaching or instructional management experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

# JOB DESCRIPTION

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures  
Knowledge of management practices and principles  
Knowledge of current community education theory and practice  
Knowledge of instructional programming for academic extended education programs  
Knowledge of strategic planning and implementation  
Knowledge of budget preparation, monitoring and administration  
Knowledge of supervisory principles, practices and techniques  
Knowledge of technological applications in areas of supervision  
Skill in supervisory practices and techniques  
Skill preparing, monitoring and maintaining budgets  
Skill solving difficult problems  
Skill analyzing data and making appropriate recommendations  
Skill acting as a community liaison, locally and internationally  
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner  
Ability to relate to a diverse population and to maintain composure when faced with difficult situations  
Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail  
Ability to work independently while contributing to team environment  
Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information  
Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes  
Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public  
Ability to foster district-wide partnerships to promote educational quality  
Ability to work within an open and team environment using collaborative approaches  
Ability to focus faculty and staff toward student learning  
Ability to motivate and inspire faculty and staff across campuses  
Ability to work effectively within a diverse, multi-cultural setting serving a multi-campus environment  
Ability to commit to establishing, maintaining and assessing collaborative educational and service programs  
Ability to foster creative community and cultural programming

**Work Environment:** Work is primarily performed under limited supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

**Reports to:** Executive Dean of Academics

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.