

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: CAMPUS DEAN – INSTRUCTIONAL SERVICES – CITRUS

PAY GRADE: A-17

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Through close and continual collaboration and coordination with campus CEO, Chief Academic Officer, and other key academic personnel college-wide, the campus dean will provide leadership and administrative oversight for all full-time and adjunct faculty in the credit programs as well as learning support functions including the Learning Resource Center and Learning Support Center; promote curriculum development, academic planning, student learning and community needs assessment for new credit programs; foster collegiality, articulate and coordinate with all college academic departments; promote communication between faculty, staff and students, and participate in the planning, coordination and integration of the curriculum. Plan and oversees campus instructional budgets. Maintain positive working relationships with other schools in the county. This position is responsible for the planning, scheduling and evaluation of all credit classes on and off campus in the county.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Masters' degree required; doctorate preferred.
2. Years of experience in field: Requires five or more years' experience which must include one or more of the following: college-level teaching experience, curriculum development, supervision, and program development. Teaching experience is preferred.
3. Special skills or abilities related to position: Demonstrated skills in curriculum development, problem solving, supervision, and evaluation. Demonstrated ability to work with faculty, staff and students. Effective interpersonal and communication skills that support a collaborative learning environment. Qualified to teach in an academic area offered at the Citrus Campus. May be required to work flexible schedule which may include some nights and/or weekends.

ESSENTIAL JOB FUNCTIONS:

1. Serve in an instructional leadership role providing administrative supervision for all campus credit programs and learning support services.
2. Facilitate curriculum development and academic planning.
3. Serve as the campus liaison with academic departments.
4. Oversee the Learning Support Center and Learning Resources Center.
5. Plans and implements the credit schedule and makes faculty assignments.
6. Resolve student problems related to academic complaints, appeals, waivers, etc. by working closely with faculty, provost, and the vice presidents for instructional affairs and student affairs.
7. Assist in recruiting, screening and recommending full-time faculty consistent with college procedure and search committee process.
8. Assess need, recruit and hire adjunct faculty.
9. Serve on college committees as assigned.
10. Conduct orientation sessions for all adjunct faculty.
11. Conduct campus faculty evaluations.
12. Provide academic advisement to students as needed.
13. Plan and facilitates professional growth opportunities and activities for all faculty.
14. Submit instructional and learning support budget recommendations.
15. Assist with grant applications and monitoring.
16. Coordinate and facilitate the mentoring process for faculty.
17. Plan and facilitates the campus weekend college.
18. Assess community needs for new programs.
19. Maintain positive working relationships with other schools in the county.
20. Promote college academic programs within county as appropriate.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.

PHYSICAL DEMANDS: (Continued)

- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: Citrus Campus

SUPERVISOR OF POSITION: Vice President of Citrus Campus