



**Office of Human Resources  
Job Description**

**Associate Dean of Instructional and Student Programs**

**Position Profile:**

This position has dual reporting responsibilities. Under the direction of the Dean of Learning Resources, the incumbent will coordinate special projects to enhance the College's Learning Resources Program and provide oversight for the Learning Resource Centers. The position will assist in a variety of curriculum related activities, including but not limited to scheduling classes, program development and budget oversight. The incumbent will also oversee Disabled Students Programs and Services (DSPS), under the direction of the Vice President of Student Affairs. The incumbent will be responsible for providing guidance and direction for policy formulation and recommendations for program improvement and ensuring adherence to applicable laws and regulations.

**Primary Duties and Responsibilities:**

- Plan, implement and manage Learning Resources and DSPS to support the mission of the College;
- Provide leadership and advocacy for instructional support programs;
- Work in collaboration with District business, academic departments and student support programs to design, execute and improve program offerings;
- Coordinate special projects to enhance and support existing programs;
- Direct, monitor and review budget preparation;
- Represent the College in professional and state-wide organizations;
- Manage the activities of Learning Resource Centers and DSPS;
- Administrative lead for compliance pertaining to the Americans with Disabilities Act and other access-related laws;
- Serve as member of instructional scheduling team;
- Communicate effectively with administrators, faculty, staff, students and members of the general public;
- Prepare analytical and statistical reports;
- Engage in participatory governance and administrative committees as assigned;
- Administrative lead for classified evaluation;

- Supervise staff;
- Serve as administrator in charge in Deans' absence;
- Perform other related duties as assigned.

**QUALIFICATIONS – Education/Experience**

Bachelor's degree from an accredited college or university and no less than five years of direct community college administrative experience or a Master's degree from an accredited institution and have one year of formal training, internship or leadership related to the administrative assignment.

**QUALIFICATIONS – Skills, Knowledge and Abilities**

- Ability to demonstrate evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college population, including people with physical and/or learning disabilities;
- Skill to effectively execute projects in timely manner;
- General knowledge of relevant federal, state laws and applicable education code provisions;
- Ability to formulate plans from concept to implementation;
- Ability to supervise and manage staff;
- Ability to communicate effectively orally and in writing.