

DEAN OF STUDENT LEARNING, EQUITYt

and faculty as required by the collective bargaining agreement.

- Prepare and evaluate budget requests and allocate funds to meet the needs of students.
- Evaluate full-time and part-time faculty and other professional support staff.
- Support faculty and staff development and professional learning and growth among all Division members and track completion of professional growth for track and step advancement.
- Ensure courses for all college sites and centers regarding instructional programs and services meet student demand and need.
- Maintain current knowledge of new developments and innovations in community colleges and higher education, including, but not limited to computer and related technologies which may affect instruction; recommend changes to maintain relevance of division programs to meet student and community needs.
- Work cooperatively with other administrators and supervisors to coordinate programs and services across the curriculum and at all locations to meet student needs.
- Resolve conflicts and issues within the division and between divisions in compliance with collegiality and due process.
- Participate in the student grievance process as required by Board Policy.
- Analyze requests for staff to meet short-term and long-term needs and make recommendations to the College Cabinet; assist in development of job descriptions for new positions.
- Complete program review and provide assistance to faculty chairs and the Executive Vice President in completing and evaluating efficacy of program review and budget requests.
- Monitor compliance with state and federal regulations.
- Serve as evening administrator and perform other duties as assigned.

MINIMUM QUALIFICATIONS:

