

DEAN OF ACADEMIC EDUCATION

GENERAL STATEMENT:

Serves as the lead administrator for the academic programs of the College and provides supervision for the Language Arts, Science and Mathematics, Social Sciences, Fine Arts, and Kinesiology Divisions.

REPORTS TO:

Vice President of Instruction

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in a teaching discipline; Doctorate preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years of work experience in the area of higher education involving supervision of personnel and teaching; Community college teaching and administrative experience is preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- To supervise and coordinate the academic divisions and programs of the College.
- To work closely with the academic division chairs in the areas of personnel employment and supervision, curriculum development and revision, budget development and oversight, scheduling and program and personnel evaluations.
- To assist in the recruitment of full-time and part-time personnel.
- To interview and recommend the employment of new personnel to the Vice President of Instruction.
- To assist with the professional development of full-time and part-time faculty.
- To make recommendations concerning curriculum additions, deletions, and revisions.
- To recommend annual catalog changes relating to academic education.
- To publish the Schedule of Classes for all campuses each semester.
- To supervise the preparation of budgets for academic divisions and review the budgets submitted.
- To supervise budget expenditures.
- To supervise the evaluation of instruction in the academic divisions.
- To approve textbooks and other instructional materials used in academic classes.
- To assist with the implementation of policies and directives mandated by the Texas Higher Education Coordinating Board concerning academic courses and programs.
- To calculate faculty workloads and recommend additional compensation for extra teaching or other responsibilities such as serving in a supervisory capacity, major curriculum development, chairing special committees, etc.
- To supervise the completion of Special Assignment Agreement Forms for full-time and part-time faculty.
- To assist with the administration of academic concurrent classes taught in area high schools.

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- To assist with the scheduling and supervision of academic classes taught in the Texas Department of Criminal Justice units.
- To serve as the institutional liaison for the Texas Common Course Numbering System.
- To assist with facilities planning for academic areas.
- Other duties as assigned by the vice president of instruction or other appropriate supervisory personnel

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 11/18/05

JD156