CAFE FEAR COMMUNITY COLLEGE

DEAN ARTS AND SCIENCES

DEFINITION

To direct, manage, supervise, and coordinate the programs and activities of the Arts and Sciences division of the college; to coordinate assigned activities with other college departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Vice President of Instruction.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President of Instruction.

Exercises direct supervision over faculty and technical staff.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Assume management responsibility for the Arts and Sciences division of the college.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Arts and Sciences division programs including curriculum and instructional activities in general education and college transfer programs; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Vice President of Instruction; implement improvements.

Select, train, motivate and evaluate division staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for the Arts and Sciences division; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Manage and participate in the development and administration of the division program annual budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
DEAN ARTS AND SCIENCES (Continued)

Essential Functions (continued):

Serve as liaison for the Arts and Sciences division with other college departments, divisions, agencies, organizations, and the media; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Vice President of Instruction; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to division programs, policies, and procedures as appropriate.

Participate in the instruction of English courses.

Recruit, interview, evaluate and hire arts and sciences instructors; develop and draft instructor contracts and necessary materials for instructors.

Develop, coordinate and implement faculty schedules to ensure an equitable allocation of course assignments; assign division office space.

Oversee and participate in the preparation and development of course curriculum and class materials including rationale, syllabus, outlines, and lesson plans.

Coordinate the development of pre-registration requirements for college transfer and general education; advise students of course requirements; participate in the registration process.

Other Important Functions

Assess material, supply, and equipment needs for the arts and sciences program; submit requisitions for the ordering of supplies; maintain an inventory of equipment and supplies.

Provide staff support on a variety of boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education, particularly arts and sciences.

Answer questions and provide information to college staff and the public on arts and sciences courses and activities; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties and responsibilities as required.
DEAN ARTS AND SCIENCES (Continued)

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive arts and sciences program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Principles of an arts and sciences program.

Educational program theory, principles and practices and their application to a wide variety of activities.

Principles and procedures of educational instruction and training.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Manage, direct and coordinate the work of faculty and technical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for the Arts and Sciences division.

Recommend and implement goals, objectives, and practices for providing an effective and efficient Arts and Sciences program.
Prepare and administer a complex budget.

Prepare clear and concise administrative and financial reports.

DEAN ARTS AND SCIENCES (Continued)

Ability to (continued):

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Maintain effective audio-audio-visual discrimination and perception needed for:
- making observations
- communicating with others
- reading and writing
- operating assigned equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- sitting for extended periods of time
- operating assigned equipment.

Maintain mental capacity which allows the capability of:
- making sound decisions
- evaluating the effectiveness of programs and personnel
- demonstrating intellectual capabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including college and government officials, community groups, and the general public.
Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years responsible experience in classroom instruction and/or educational administration preferably in and arts and sciences program. Two years of supervisory experience is desirable.

**Training:**

Equivalent to a master’s degree from an accredited college or university with major course work in education, any of the sciences or liberal arts or a related field.

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