



4. Dean of Health and Public Safety
5. Dean of Learning Services and Instructional Technology
6. Dean of Science, Math, and Engineering

THEREFORE BE IT REOLVED that the Academic Reorganization become effective July 1, 2010

BE IT FURTHER RESOLVED that the Instructional Dean positions become effective July 1, 2010.

**FISCAL IMPACT: The total incremental cost of the Academic Services Reorganization is projected at a savings of \$31,000 providing that the three new dean positions are filled by internal candidates and that other related cost savings are realized. If the deans were hired from outside of IVC the cost could be \$200,000. The Superintendent/President has stated the reorganization is not to cost additional money. The new organization will be implemented when the District realizes no cost increase to the District budget for reorganization.**

**M/S/C Acuña/Cardenas**

**Resolution No. 14635: Instructional Dean Job Description**

WHEREAS, it is the recommendation of the Superintendent/President and the Vice President for Academic Services that Board approve the Job Description for the Position of Instructional Dean as follows:

**IMPERIAL VALLEY COLLEGE  
JOB DESCRIPTION: INSTRUCTIONAL DEAN**

**THE POSITION**

Under the direction of the Vice President of Academic Services, the Instructional Dean plans, organizes, administers, develops, and evaluates programs, projects, and activities of assigned academic programs; provides leadership for faculty and staff to offer high quality educational services for students; supervises and evaluates the performance of assigned personnel; and works collegially with faculty and staff. The Instructional Dean supervises both full-time and part-time faculty, classified personnel, and student workers.

**REPRESENTATIVE DUTIES**

**Program Development**

- Provide leadership for program development.
- Work with faculty and staff to determine needs for curriculum or program additions, modifications, and deletions; set priorities for resource needs; produce program analysis and three-year plans and participate in strategic and long-range planning for the District.
- Prepare documents for program and course development; produce accurate schedules, catalog information and program publicity.
- Prepare reports and grant applications.
- Work with faculty and staff to develop ideas for program improvement and investigate resources for development through grants and special projects. Maintain current knowledge of new developments and innovations in community colleges and higher education in areas of division specialty; in consultation with faculty, recommend changes to maintain relevance of Division programs to meet student and community needs.
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### **Program Review, Student Learning Outcomes (SLO), Accreditation and Planning**

- Provide leadership for Program Review, both annual and comprehensive.
- Conduct Division level training on Program Review (annual and comprehensive), data analysis and assessment to division faculty and staff.
- Prepare Program Review and Accreditation Reports in collaboration with division faculty and staff.
- Maintain Program Review and Accreditation Evidence Files.
- Serve on Program Review, Planning and/or Accreditation committees as appropriate.
- Provide leadership for course, program and/or degree and institutional SLO;s

### **Schedule and Budget Management**

- Consult collegially with faculty and staff regarding appropriate schedule of classes to meet the needs of students; assign faculty to teach classes, monitor schedules and workload for accuracy throughout the semester according to provisions of the collective bargaining agreement.
- Assure accurate and timely attendance reporting for all courses offered in the Division and assign substitutes.
- Exercise leadership in the development and management of the division budget; administer financial resources consistent with District policy and sound financial management principles.
- Evaluate, approve, and process division/area requests for supplies and equipment.

### **Supervision**

- Communicate with faculty and staff by holding a minimum of two regular meetings per semester and in-service training to facilitate planning and decision-making for the division and to keep faculty and staff informed about issues and projects for the overall College program.
- Encourage excellence in teaching; orient new faculty and staff; work with faculty and staff to determine needs for staff and faculty development; plan appropriate Division staff and faculty development activities; contribute to record keeping for staff and faculty development accountability.
- In conjunction with division staff, analyze staffing needs and make recommendations to the Vice President; assist in development of job descriptions and recruitment for new positions.
- Organize and serve on screening committees and assure compliance with District personnel policies, procedures and practices for the employment of faculty, administrators, classified staff, student workers and short-term, temporary and substitute employees.
- Mediate and resolve faculty, staff and student problems, complaints and first level grievances according to employee contracts and college policy and procedures.
- Supervise and evaluate faculty, classified staff, student workers, and auxiliary personnel according to proper management practices, the District policies, procedures, collective bargaining contracts and state and federal regulations. Implement content of collective bargaining agreements.

### **INSTRUCTION**

Ability to teach at least one subject within the Division

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

1. Higher education mission, organization, operations, policies and objectives in community colleges.
2. Multiple methods of instruction as appropriate to the specific assignment. Evaluation methods.

3. Curriculum development and instructional management as appropriate to the specific assignment.
4. Course articulation.
5. Steps in student matriculation.
6. Budget preparation and control.
7. Principles and practices of program administration, supervision and staff development.
8. Effective interpersonal communication.
9. Policies, regulations, and objectives of assigned programs and activities. Programs, functions, purposes and goals of the division/area.
10. Equal Opportunity policy and practices that lead to increased understanding of, sensitivity to, and respect for diverse cultural groups, women and the disabled as defined by the Imperial Community College District Governing Board.
11. Effective practices and methods for program planning, developing, implementations, and evaluation.
12. Participatory Governance Policy and Procedures.
13. Provisions of Collective Bargaining Agreements.

Ability to:

1. Work within complex, integrated Resources Planning systems.
2. Plan, organize, develop and evaluate the programs, activities and curriculum of academic division.
3. Coordinate the curriculum design, development, and modifications in order to meet student and community needs.
4. Coordinate Program Review (annual and comprehensive), and participate in Accreditation Process

### **EDUCATION AND EXPERIENCE**

- The minimum qualifications for this position include the following: Possession of a Master's Degree, from an accredited institution, in a discipline related to the assigned area.
- The equivalent of two years of full-time post secondary teaching experience in at least one discipline area taught in the Division.
- One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment, which may, but need not be, concurrent with the required full-time faculty assignment.

### **DISTINGUISHING CHARACTERISTICS**

Educational Administrators in this classification provide first-line leadership and supervise personnel assigned to specific College academic divisions. Incumbents supervise both full-time and part-time faculty, classified personnel, student workers and auxiliary employees. Incumbents are responsible for planning, development and day-to-day operations of a division of the college-wide academic program.

### **M/S/C Acuña/Cardenas**

#### **Resolution No. 14636: Student Services Reorganization**

WHEREAS the college recognizes that the campus is no longer a small institution, but has reached the level of a Medium College and the previous institutional structure does not and will not meet the current and future growth needs of the institution; and

WHEREAS, it is the recommendation of the Superintendent/President and Vice President for Student Services, after presentation and discussion at the Academic Senate (October 21, 2009), and with opportunities for discussion regarding the Reorganization, including roles/responsibilities for the Student Services Dean positions having been extended to the College Council (October 26, 2009 and November 23, 2009); and

WHEREAS, the Student Services Reorganization will allow for a more efficient organizational structure, provide a mechanism for the design, maintenance, and evaluation of counseling, and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function as stated in the accreditation standard II.B.3.c; and

WHEREAS, the Student Services Reorganization shall consist of three (3) deans: Dean of Enrollment Services, Dean of Student Development and Campus Events, and Dean of Counseling; and two (2) classified management Student Services Directors: Director of Admissions and Director of Financial Aid;

NOW, THEREFORE, BE IT RESOLVED that the Student Services Dean positions become effective July 1, 2010; and

BE IT FURTHER RESOLVED THAT the Board hereby acknowledges that the Director of Admissions has already been hired, and the Director of Financial Aid will become effective July 1, 2010.

**FISCAL IMPACT: The total incremental cost of the Student Services Reorganization is \$47,710. This is to adjust to the nearest step on the Administrative Dean salary schedule (Approximately \$380.00 per year) and add a Director (approximately \$81,084 plus benefits). A savings is realized**

**from the elimination of the Associate Dean of Admissions and Records. The Superintendent/President will work with the Student Services Division to reduce the cost of the reorganization. This may result in a delay in hiring the Director of Financial Aid.**

**M/S/C Acuña/Cardenas**

**Resolution No. 14637: Director of Financial Aid Job Description**

WHEREAS, it is the recommendation of the Superintendent/President and the Vice President for Student Services that Board approve the Job Description for the Position of Director of Financial Aid as follows:

**IMPERIAL COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: DIRECTOR OF FINANCIAL AID**

**BASIC FUNCTIONS:**

Under administrative direction from the Dean of Enrollment Services, plan, develop, organize and direct the daily operations of the Financial Aid office, including state and federal financial aid, scholarship, Board of Governors Financial Aid Program, student employment, financial aid application lab; train, supervise and evaluate the performance of assigned staff; resolve complex or unusual problems and situations related to the financial aid function.

**REPRESENTATIVE DUTIES:**

- Plan, develop, organize, and direct the District's federal and state financial aid programs; interpret, implement and maintain current knowledge of federal and state guidelines concerning financial aid program.
- Develop and implement policies and procedures concerning the operations of the financial aid program; revise as necessary to comply with changes in federal and state laws.
- Prepare reports for all funding sources; prepare and verify expenditure reports required by federal and state agencies.
- Monitor status of program funds; prepare budget and disbursement guidelines; account for proper expenditure of financial aid funds.
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- Attend a variety of meetings, workshops, and conferences; represent the District to other educational institutions and community organizations and agencies.
- Participate in shared governance through service on planning and/or operations committees and task forces.
- Perform other duties and assigned or required.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Planning, organization and direction of a financial aid office  
Pertinent federal, state, and local laws, codes, regulations, policies and procedures  
Automated systems and software used in financial aid activities; current and developing technologies for meeting the needs of an educational institution  
Correct English usage, grammar, spelling, punctuation, and vocabulary  
Interpersonal skills using tact, patience, and diplomacy  
Principles and practices of management, supervision, and training  
Preparation, maintenance, verification, and processing of statistical reports  
District organization, operations, policies, and procedures  
Modern office practices, procedures, and equipment  
Record-keeping techniques  
Oral and written communication skills

ABILITY TO:

Plan, organize, coordinate and administer programs, services, activities, and functions of the District's Financial Aid Office.  
Establish internal controls and procedures and will withstand audit scrutiny.  
Provide technical expertise to others regarding financial aid and scholarship programs and services.  
Train, provide technical work direction, supervise, and evaluate the performance of assigned staff and student assistants.

Read, interpret, apply and explain provisions of Federal, State and District regulations, policies and procedures to faculty, staff, students, and the public.  
Plan, organize and maintain records systems.  
Communicate effectively both orally and in writing.  
Establish and meet schedules and time lines.  
Understand and maintain current knowledge of integrated computer systems; identify, analyze, and resolve computer systems issues.  
Operate a personal computer and various supporting software packages.  
Maintain records and prepare reports.  
Analyze complex data and reach sound, defensible conclusions.  
Work confidentially with discretion.  
Establish and maintain cooperative and effective working relationships with others.

**LICENSE OR OTHER REQUIREMENT:** Possession of, or ability to obtain, an appropriate valid California Driver's License.

**WORKING CONDITIONS:** Duties are primarily performed in a Student Services environment