

JOB DESCRIPTION

TITLE: Associate Dean of Academic Affairs JD # 76

I. GENERAL RESPONSIBILITIES:

This position is responsible for guiding and directing assigned faculty and staff in the management, delivery and evaluation of a variety of academic programs; ensures compliance with policies and procedures, federal, state and local rules and regulations, and accreditation requirements; provides support to the Dean of Academic Affairs (DAA) to carry out academic policies; develops and implements academic programs; develops and implements placement testing programs; provides faculty orientation and professional development programs; oversees AASC; develops, implements and assesses developmental writing and mathematics instructional programs and outcomes; oversees adjunct faculty hiring, training, evaluation and professional development; provides oversight of Disability Services; oversees development of course schedule.

II. REPORTING TO THIS POSITION:

- Faculty teaching developmental Math, Writing, Reading, and first-year experience classes
- Administrative Associate
- Academic Advising and Success Center staff

III. POSITION REPORTS TO:

Dean of Academic Affairs (DAA)

IV. RESPONSIBILITIES: (Illustrative Only)

- 1) Provides orientation and on-going training programs for new and returning adjunct faculty.
- 2) Works with the DAA to assure the accuracy of all information regarding the Office of Academic Affairs in the *College Catalog*, on the College and unit Web Pages, and in all College publications.
- 3) Serves as the Disability Officer responsible for determination of reasonable accommodations for students with documented disabilities; developing and implementing process for notification of faculty and compliance; and assuring compliance with all applicable laws and regulations.
- 4) Serves on the Academic Dismissal Appeal Board.

- 5) Works with the DAA and content area faculty to develop course schedule for Developmental Math, Writing, Reading, and first-year experience courses.
- 6) Works with DAA, and designated faculty/staff to develop and implement Developmental Math, Writing, and Reading Programs that promote accelerated attainment of college-level performance and remediation programs for high school students through dual enrollment programs.
- 7) Works with faculty and staff to train developmental math, writing, and reading faculty in pedagogy, instructional software, and assessment instruments.
- 8) Assesses effectiveness of developmental Math, Writing, and Reading instruction.
- 9) Works with DAA to develop the annual budget submission for Academic budgets consistent with the unit operating plan, developed in alignment with the College Strategic Plan.
- 10) Works with the Garrett County Board of Education (GCBE) to develop and implement county-wide testing of public high school juniors using Accuplacer and multiple measures to determine performance level for the purposes of enrollment in high school remediation, dual-enrollment in developmental or college-level writing and mathematics courses.
- 11) Works with the GCBE to implement a remediation program for juniors scoring at the developmental level in writing and mathematics.
- 12) Oversees the delivery of instruction to Garrett County schools including scheduling of courses, enrollment of students, and recruiting/training/hiring/evaluating of faculty.
- 13) Works with the DAA, AASC, student services and Admissions staff to coordinate placement testing and advising/registration for new students.
- 14) Serves on the Bucknell Scholarship Committee.
- 15) Works with Director of Student Development, DAA, and staff on New Student Orientation.
- 16) Serves on College committees.
- 17) Performs other related duties as requested.

V. **SKILLS AND KNOWLEDGE:**

Knowledge of the management of academic affairs offices; knowledge of FERPA and ADA law and regulations as applied to college students; experience in the determination of reasonable accommodations; strong organizational skills with the ability to manage multiple and diverse tasks; the ability to coalesce diverse constituents around a common purpose; strong written and oral communication skills; knowledge of instructional technology and classroom management skills; commitment to the highest ethical principles of higher education management; commitment to the community college philosophy of providing access to certificates, degrees, and workforce training.

VI. **QUALIFICATIONS:**

Basic: Master's degree in an appropriate academic or professional discipline; doctorate preferred; 2-3 years' experience working in developmental studies; 2-3 years' fulltime

college-level teaching experience; supervisory experience at the department chair level or its equivalent in higher education; and documented knowledge of and/or experience in disability services in a higher education setting.

VII. PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office-related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

VIII. SPECIAL REQUIREMENTS: None.

IX. FLSA STATUS: Exempt

X. CLASSIFICATION: 16

XI. CATEGORY: C

President (or Designee) Date
Revised: 2/2/18

Employee Date