

## **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

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### **DEAN, ACADEMIC PATHWAYS AND STUDENT SUCCESS**

Chabot College  
Management Class Specification

Subject to Career Pathways Trust Grant Funding  
Range 19

#### **MANAGEMENT RESPONSIBILITY**

The Dean, Academic Pathways and Student Success is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management councils.

#### **GENERAL DESCRIPTION**

The Dean, Academic Pathways and Student Success is responsible for the development, direction, supervision, integration, and evaluation of the Career pathways trust grant and Academic Learning Support Services of the college. Under general supervision of the Vice President, Academic Services, the Dean, Academic Pathways and Student Success will administer Accreditation, Program Review, Student Learning Outcomes and Assessment, Library, Learning Connection, Center for Teaching and Learning, and Instructional Technology. The position involves direct collaboration with student services, deans, faculty and classified professionals in accordance with the Educational Master Plan, the Facilities Master Plan, and the Strategic Plan from the Planning, Review, and Budget Council (PRBC).

## **DUTIES AND RESPONSIBILITIES**

The Dean, Academic Pathways and Student Success shall:

1. Plan, coordinate, and oversee the grant-funded program, including the development and implementation of grant-funded activities, processes and procedures that integrate multiple agency requirements.
2. Collaborate with academic and student services faculty and staff to develop and support First Year Experience (FYE) and pathway programs.
3. Collaborate with the appropriate college and partner agency programs for coordinating and implementing grant project activities that may include the recruitment, orientation, training of program faculty and staff.
4. Foster community outreach and provide liaison with area high schools, two- and four-year colleges, business and industry, and the public sector to promote, develop and articulate college instructional offerings.
5. Coordinate Academic Learning Support Services, including the Library and all Learning Connection programs (Tutoring, Supplemental Instruction, Learning Assistants, learning labs, and other programs to be developed).
6. Support faculty and classified professionals in the development and/or assessment of student, program and institutional learning outcomes.
7. Formulate short- and long-range goals for assigned departments, including updating the college's master plan, strategic plan, and other planning documents and processes.
8. Perform all other related management duties and others as may be assigned by the Vice President.

## **MINIMUM QUALIFICATIONS**

The minimum qualifications for service as an educational administrator shall be the following:

1. Possession of a master's degree.
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Demonstrate sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Library, Learning Resources, and/or administrative experience in a community college preferred.
2. Experience working with and administering grants especially grant management procedures, program evaluation and report preparation.
3. Strong planning, communications, and organizational skills.
4. Ability to establish collaborative relationships with college and community personnel.
5. Ability to work independently and be a self-starter.
6. Demonstrated experience with working in an educational environment, preferably in an institution of higher education.
7. Knowledge of K-12 and/or higher education curriculum and programs is desirable.

### **Physical Activities and Working Environment:**

Performance of the duties of this job may include the following physical activities: standing, walking, stooping, reaching and manipulating (lifting, carrying, moving) light to medium weights of 10-30 pounds, sitting for prolonged periods of time; visual acuity for reading numerical figures; good hand-eye coordination; arm, hand and finger dexterity, including ability to grasp; and visual acuity to use a keyboard, operate equipment, and read application information. Performance of the duties of this job frequently involves sitting, reaching with hands and arms, talking, and hearing. This position also involves regular travel to various locations.

INDIVIDUALS WITH DISABILITIES WHO ARE UNABLE TO CARRY OUT THE PHYSICAL ACTIVITIES OF THE POSITION WILL RECEIVE REASONABLE ACCOMMODATIONS TO ENABLE THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

### **DESIRABLE QUALIFICATIONS**

1. Earned doctorate preferred.
2. Previous experience developing and operating programs requiring partnering with multiple agencies, programs and complex systems collaboration.
3. Previously demonstrated direct experience working with underserved students and communities.

**APPOINTMENT**

The Governing Board upon the recommendation of the college president and the District Chancellor shall elect the Dean, Academic Pathways and Student Success.

**NOTE:** This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

Adopted by the Board of Trustees: 4/21/15  
Effective: 4/22/15  
Job Family: Management  
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