

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Dean
DEPT: Academic Studies
CLASS: Administration

SALARY LEVEL:
JOB CODE:
FLSA STATUS: Exempt
RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Dean of Academic Studies has the supervisory responsibility for promoting academic excellence through the orderly planning, development, implementation, and evaluation of general academic content areas of instruction.

REPORTS TO: President

SUPERVISES: Associate Dean of Distance Learning
Division Chairperson of Communications
Division Chairperson of Fine Arts
Division Chairperson of Kinesiology
Division Chairperson of Learning Skills
Division Chairperson of Math and Science
Division Chairperson of Social Sciences
Director of Learning Resources Center
Executive Secretary I, Academic Studies

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Extensive knowledge of the principles and practices of budgeting.
2. High ethical values.
3. Ability to communicate effectively, both orally and in writing.
4. Basic computer skills.

Education, Experience, and Licensure

1. Master's degree in related field.
2. Minimum three years supervisory experience.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Coordinates compliance with the criteria of the Southern Association of Colleges and Schools within learning skills and the general academic area of instruction.
2. Designs and recommends curricula in general academic areas.
3. Develops and ensures the appropriateness and correctness of course descriptions in learning skills and the general academic courses for publication in the college catalog and other publications.
4. Monitors articulation agreements regarding transfer of general academic course work.
5. Serves on designated committees.
6. Reviews data pertaining to the general academic instructional areas for evaluation purposes as to future program revision and development.
7. Coordinates textbook requests for the general academic area.
8. Assists with the scholarship development and distribution as a part of recruitment and advisement/registration.
9. Assists with the maintaining and updating of an equipment inventory with the Business Office.
10. Reviews and evaluates general academic, dual credit and distance learning offerings.
11. Assists with the recognition of outstanding student and faculty achievement.
12. Assists in representing the College with the Coordinating Board, Texas College and University System, and other agencies as deemed necessary.
13. Assists with extra-curricular events and activities as deemed feasible.
14. Serves as a member of the President's Council and advises the President on policy development and other issues pertaining to the College and its constituencies.

15. Assists the Records Office with guaranteeing the accuracy of class enrollment reports.
16. Recommends an annual budget for the office of the Dean of Academic Studies.
17. Supervises and coordinates the preparation of instructional budgets for the general academic areas of the College to provide personnel an opportunity for input of budget needs for submission to the President.
18. Recommends improvements of the physical plant as it relates to the general academic instructional areas.
19. Approves purchases of equipment, services and supplies, and divisional travel expenses, as well as performs budgetary monitoring and control as designated.
20. Coordinates divisional requests of designated scholarships with the Business Officer and other special requests, including the creative writing and art awards.
21. Supervises and coordinates the general academic division chairpersons regarding meeting for instructional review and planning, policies and procedures, budget recommendations, and in the preparation of class schedules, examination schedules, and room assignments for general academic classes.
22. Assists with the annual commencement.
23. Make recommendations regarding faculty committee assignments.
24. Following review of enrollment data, recommends personnel action within the areas of general academic instruction to the President.
25. Supervises and coordinates duties of area personnel.
26. Assists in the recruitment, employment, and orientation of staff.
27. Responsible for ensuring diversity efforts within area of supervision.
28. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.
29. Recommends disciplinary action of personnel.

30. Reports or approves absences of personnel.
31. Provides opportunities for staff development aimed at increasing professionalism.
32. Coordinates and supervises the research to facilitate long-range goal setting and planning process relating to the general academic instructional personnel by including them in the planning, monitoring, and evaluation of the educational goals and the extent to which goals are being achieved.
33. Assists in the development and implementation of policies and procedures for the selection, approval, and purchase of books, media materials, and other instructional materials.
34. Assists with the planning and coordination of student advisement and registration.
35. Gives input regarding the preparation of the academic calendar.
36. Gives input regarding the preparation and publication of the student handbook and the college catalog.
37. Assists in the compilation of the annual plan for out-of-district general academic instruction.
38. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
39. Displays personal characteristics which reflect positively on the education profession and the College in such ways as:
 - a. Respecting colleagues and observing ethical principles of the education profession.
 - b. Participating in community activities.
 - c. Demonstrating a constructive attitude toward other professional and classified personnel.
 - d. Using appropriate vocabulary free from excessive profanity and slang.
 - e. Displaying use of good judgment, tact, and discrimination.
 - f. Confidentiality of records, information, materials, and office concerns.
40. Demonstrates a knowledge of the subject matter employed by:
 - a. Providing evidence of preparation in the area.

- b. Being familiar with current research and developments in the area of specialty.
 - c. Maintaining the respect of colleagues in the subject area.
41. Demonstrates leadership qualities:
- a. Facilitates the solution of problems.
 - b. Instills enthusiasm for professional goals.
 - c. Seeks and encourages new and different approaches to college problems.
 - d. Appraises situations and problems impartially.
 - e. Recognizes staff proficiencies and accomplishments.
 - f. Performs other duties as the President may assign.
 - g. Adheres to statement of ethics.
 - h. Adheres to Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

ENVIRONMENTAL DEMANDS