

Job Description

Position Title: Dean, Education and Student Success

Job Family: Executive Administration

Job Level: Dean

FLSA Status: Exempt

Salary Grade: 10

Position Summary:

The Dean of Education and Student Success provides strategic leadership, vision, and operational oversight for academic programs in Education, as well as institution-wide comprehensive student success initiatives and student success courses. This dynamic role combines partnering with university and K-12 institutions to address critical teacher shortages while expanding pathways for aspiring educators through Pima's certificates, associate degrees, the Bachelor of Education, and Post-Baccalaureate program. The Dean will establish and cultivate a Center of Excellence in Education, lead college-wide student success strategies, including early alert systems and co-curricular programming, and collaborate closely with Student Experience teams to create seamless onboarding and support systems. Additionally, the Dean supervises and provides leadership for Department Heads, Program Directors, faculty leaders, and supports staff in education and student success, fostering cross-divisional collaboration. The position plays a key role in strategic planning, resource stewardship, accreditation, and continuous improvement efforts aligned with the College's mission and strategic priorities while building strong internal and external partnerships.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provide division leadership and direction through Department Heads and Program Directors to support faculty, adjunct faculty, and staff in sustaining Division programs aligned with College goals.
2. Ensure program and student learning outcomes assessment is completed and used for improvement in accordance with College policy and practices.
3. Oversees the class schedules in partnership with division leadership; approves, deletes, modifies, and adds classes.
4. Works in collaboration with faculty leadership in developing a data-informed and business & industry/student-centered master schedule to ensure modality mix, and program capacity planning that provides clear pathways for student completion and workforce needs
5. Leads the development, implementation, and review of curriculum, both new and existing, as well as new initiatives and programs, including Pima's Bachelor of Education and the Center of Excellence in Education. Collaborates with transfer, business, and industry partners regarding program improvement, revision, and assessment.
6. Directs and coordinates division-wide work in collaboration with Division Leadership. Mentor. Motivates, evaluates, and advocates for faculty within the assigned discipline(s) in alignment with college policies and performance expectations.

7. Leverages institutional data, student success metrics, and workforce data to inform strategic decisions and program development. Aligns planning efforts and key performance indicators to student success, transfer pathways, and program viability.
8. Oversees and supports college-wide student success initiatives, including early alert systems, co-curricular programming, and student onboarding.
9. Supervises Division leadership (Department Heads, Program Directors, and support staff) by providing operational direction, establishing strategic priorities, and evaluating performance.
10. Develops program goals and objectives within the area of assignment in collaboration with Division leadership and faculty and collaborates in developing College policies and programs. Communicates policies, standards, and expectations to assigned faculty and staff.
11. Participates in creating and implementing accountability systems to ensure goals, objectives, policies, and procedures are met, including generating revenue in designated programs (e.g., contract and customized training) and meeting the needs of transfer, business, and industry partners.
12. Monitors the performance and addresses faculty concerns through established processes in partnership with the Division and Academic Leadership.
13. Supports Division Leadership in addressing student and employee concerns (e.g., grade issues/appeals and academic integrity) and manage escalated or complex cases as appropriate. Respond to safety concerns in accordance with College protocols. Apply College policies and procedures consistently to support mediation and conflict resolution with students, employees, and external entities.
14. Guides the Division's strategic planning and continuous improvement processes in alignment with College priorities and the needs of the community and transfer partners we serve.
15. Ensures compliance with institutional policies, accreditation standards, and federal and state regulations. Participate in accreditation processes and institutional reporting as needed. Complete special projects as requested.
16. Partners with Department Heads and program leaders to develop, monitor, and steward the divisional budget, including any grants, etc., in accordance with College policies and procedures.
17. Fosters a collaborative culture grounded in shared governance, academic excellence, and continuous improvement.
18. Serves on internal and external committees and task forces aligned with College priorities and division needs. Build and sustain relationships with community partners, including educational, business, governmental, nonprofit, and agency organizations
19. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of advising and counseling practices
2. Knowledge of business management and fiscal practices
3. Knowledge of principles and methods for promoting programs and services
4. Knowledge and application of various instructional methodologies
5. Skill in budget/resource management
6. Skill in people leadership and supervision
7. Skill in program development and process improvement

8. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.
- **Student Success:** Allows the opportunity to support student success as well as improve access and retention.
- **Institutional Leadership:** Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- **Institutional Infrastructure:** Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below

- Master's degree in Academic Area or a closely related field of study required.
 - Doctoral Higher Education or a closely related field of study preferred.
 - Eight (8) years of related teaching experience.
 - Three years (3) of supervisory experience required. Six plus (6+) years preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required