

**ASSISTANT DEAN (CC)**DEFINITION

This is administrative academic work in assisting in the planning, formulation and supervision of the instructional and/or academic programs of a community college. Work involves supervision of a designated number of departmental or division chairmen or a specific programmatic phase of the instructional area such as community services, vocational education or academic support. An employee in this class may be responsible for: coordinating class schedules prepared by department or division chairmen; reviewing class enrollments for purposes of cancellation, balancing or opening additional course sections as required; reviewing divisional course outlines and providing assistance and advice to faculty members who want to develop new or modify existing courses and programs; advising the Dean on matters concerning personnel transactions within a department or a division and on implementation of new programs and courses; conducting community development and liaison work including meeting with concerned groups or individuals and establishing and conducting projects and conferences relating to community development; organizing and overseeing the publication of the college catalog and related printed informational media; and developing and guiding the academic support program of a college.

Work requires knowledge of program and curriculum development as well as of problems inherent to the operational teaching profession and the ability to counsel and advise professional staff and assistants. Supervision is exercised over instructional, professional personnel and supervisors as well as program execution. Work is reviewed through conferences, reports, and analysis of goal attainments by the Dean of Instruction.

The amendment and retitling of the class, Assistant Dean of Instruction (CC) to Assistant Dean (CC) is approved effective January 1, 1987.

APPROVED: /s/ Albert J. Simone

DATE: 1/26/87