



**DIVISION DEAN, LEARNING RESOURCES**

**DEPARTMENT:** Learning Resources

**COLLEGE:** De Anza

**SALARY GRADE:** [A2/A3 - J](#)

**POSITION PURPOSE:**

Reporting to the Associate Vice President of Instruction, the Dean provides vision, leadership, and administrative oversight for the Distance Learning Center, Library Services, and Student Success Center (academic support programs). The Dean directs, organizes, and manages division-wide educational planning and program development in accordance with the missions, goals and objectives of the College and division. In collaboration with Finance and Educational Resources, the Dean provides leadership of campus-wide technology enhanced learning efforts. The Dean facilitates communication and support between the departments within the Learning Resources Division and between the Division and other related divisions and departments across the campus. The Dean facilitates development of external community partnerships, resources, and other opportunities. The Dean is responsible for the various processes necessary to provide high-quality instruction and support to a variety of programs across the campus.

**NATURE and SCOPE:**

The Dean of Learning Resources supervises Librarians, Library Technicians, Computer Lab Coordinators, Distance Learning Center Supervisor, Student Success Center Supervisor, Co-Directors of Student Success Center, and Division Administrative Assistant, and Academic Advisors.

The Dean supports, implements, and advances the college's commitment to equity, multicultural education, and social justice in all aspects of employment and education, staffing, curriculum, programs, and services.

Due to the campus-wide nature of the division, the Dean will need to work with instructional divisions, student services, finance and educational resources and FHDA central services to achieve institutional goals.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Develop, implement, and promote programs, resources, and services for Library Services, Distance Learning, and the Student Success Center.
2. Work with the leaders in Library Services, Distance Learning, and the Student Success Center to implement effective pedagogies, technologies, and methodologies in their respective programs, includes oversight of program review, learning outcomes, and curriculum.
3. Facilitate pedagogically sound growth of Library Services, Distance Learning, and the Student Success Center to promote student engagement and success.
4. Develop, implement, and manage the Division budget; monitor categorical and foundation accounts.
5. Implement personnel policies and practices.
6. Supervise and evaluate faculty and staff in the Library, Distance Learning Program, and Student Success Center.
7. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.

8. Support, implement, and promote technology as related to the Learning Resources Division programs.
9. Support, implement, and promote technology as related to the Learning Resources Division programs.
10. Seek additional sources of funding for the Division.
11. Develop and implement Divisional policies and procedures.
12. Administer regular program reviews and provide curriculum coordination and supervision.
13. Serve on appropriate college and district committees, participate in governance meetings.
14. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
15. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Significant knowledge of library, distance learning, and basic skills learning assistance operations.
2. District safety policies.
3. Title 5 and Education Code regulations and procedures, particularly related to Distance Learning Student Success ACT and curriculum (e.g. TBA) mandates.
4. All instructional divisions and their inter-relationships; a thorough knowledge of the various student support services required to enhance instruction.
5. Role and purpose of technological systems in providing instruction and instructional support.
6. Principles of program evaluation, student assessment, and organizational development.
7. Shared governance principles; recognizing the importance of the democratic process and fostering open communication among division, programs and services.
8. Curriculum Development.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals.
3. Experience in developing markets and promotional strategies for distance learning courses, library services and projects related to basic skills that will promote enrollment growth, retention and student success.
4. Interact effectively with diverse students, staff, faculty and administrators.
5. Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.
6. Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.
7. Work in a fast paced environment with numerous interruptions.
8. Provide leadership and management of programs and staff.
9. Manage complex budgets including grants.
10. Demonstrated commitment to academic and professional excellence.
11. Demonstrated flexibility and adaptability.
12. Perform with tact, patience and sensitivity.

**Education and Experience:**

1. Masters Degree in a field related to Library or Information Science, Instructional Technology, Education, or a Basic Skills discipline.
2. One year of administrative experience managing at least one of the following three areas: Library or Information Science, Instructional Technology, or Basic Skills Support.

**Preferred Qualifications:**

1. Minimum of two years teaching or librarian experience in a college setting.
2. Minimum of three years of administrative experience or increasing leadership responsibilities in an educational setting.
3. Experience in developing programs that promote enrollment growth, retention and student success for distance learning, library services or basic skills/academic support.
4. Experience in managing and leading diverse stakeholders, including team building, cultural sensitivity, conflict resolution, and team projects.
5. Knowledge and experience with shared governance principles; recognizing the importance of the democratic process and fostering open communication among division, programs and services.
6. Ability to manage complex budgets including grants.
7. Ability to write funding proposals and grant annual reports.
8. Knowledge of and experience with technology related to instruction and instructional support.
9. Experience working with programs or services that are specifically designed to help underserved student populations succeed.

**WORKING CONDITIONS:****Environment:**

1. Typical office environment.
2. Variable hours including some evenings.
3. Extended periods of time sitting.
4. Local travel to and between district sites.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: July 2010; Revised: July 2013

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Creditable Service: STRS