

**College of the Siskiyous  
Job Description**

**Associate Dean  
COS Yreka Campus and Rural Health Sciences Institute (RHSI)**

**Description:**

The Associate Dean is a lead administrator of the Yreka Campus and Rural Health Sciences Institute. S/he and ensures the delivery, quality, and integrity of programs, courses and services offered by College of the Siskiyous at or associated with this campus. Reporting directly to the Vice President of Student Learning, the Associate Dean supervises faculty and staff, develops new programs, reviews programs to ensure instructional offerings are current and effective, and collaborates within the Administration of the college in the overall leadership of academic and student support in the District. The Associate Dean collaborates widely on campus and in the community to deliver effective and affordable learning experiences for COS students and staff.

The Associate Dean is accountable to external certification and accreditation requirements as they relate to program offerings. The Associate Dean represents the College within the scope of the assignment as appropriate to the State of California educational codes, rules, and regulations.

**Major Duties and Responsibilities:**

**Yreka Campus Leadership**

- Provides leadership in the overall development and expansion of the Yreka Campus, with a focus on development of rural health, nursing, science, safety, and sustainable economic development.
- Assists and supports the V.P. and Dean of Student Learning in the overall administration of the college, particularly in achieving close connectivity and efficiency between the Weed and Yreka campuses.
- Supervises student support and success activities and services on the campus in collaboration with student services colleagues.
- Works with the Vice President of Administration and Technology and other COS leadership to assure Yreka Campus Facilities and Technology Planning are in alignment with the Educational Master Plan (EMP).
- Assures campus safety through administration of the COS safety program, policies and procedures.
- Consults with VP of Administration on matters of safety, facilities, technology, or business services.
- Holds regular area and campus meetings to coordinate staff activities and generally build a sense of common purpose and action on the campus.
- Leads, in collaboration with the president, the economic development efforts associated with the Yreka Campus or as assigned through proximity, expertise, or other rationale.

- Establishes and maintains relationships with local employers, government, non-profit agencies, and economic development organizations for the purpose of serving the workforce training needs of the district and identifying additional program resources.
- Participates in and assigns representation roles at the local, state, regional and national levels related to campus career and technical programs and economic development.
- Promotes continuous improvement of communication among faculty, staff and administration.
- Promotes campus programs in coordination with the Institutional Advancement Office .
- Participates in Executive Cabinet representing the Yreka Campus in leadership discussions.

#### Planning and Budget:

- Provides leadership in the areas of planning, program and curriculum development, program assessment, program improvement, and staff development for the campus.
- Supports the college's integration of planning and assessment agendas.
- Works with appropriate area staff and faculty, set budget priorities for the programs and projects within the area.
- Executes the budget within the guidelines set by the District.
- Evaluates and authorizes campus budget requests, professional development activities, field trips, and leaves of absence.
- Administers RHSI programs and other career and technical education financial resources.
- Prepares periodic cost analysis reports for each program in the area.

#### Curriculum and Instruction:

- Leads in the development of class schedules for the campus. Aligns teaching schedules, faculty load management, and facilities management to ensure highest level of efficiency within the overall college curricular and instructional goals.
- Initiates the assessment of instructional program outcomes, especially those related to student success, within the area and facilitating the development and implementation of improvement plans based on assessed outcomes.
- Coordinates business and industry advisory committees for each program and facilitates the implementation of recommendations from the committee.
- Works with faculty, staff and advisory committees - prepare annual project plan and other federal and state grant applications; prepare reports required for and by federal and state agencies.
- Ensures that curriculum and instruction in courses and programs offered by the area are current in relation to industry standards, transfer institutions, and State mandates.

- Ensures the currency and accuracy of the information for RHSI/Campus education in the college catalog, college website, and other college publications.
- Works with the VP/Dean of Student Learning to interpret and administer college policy with respect to class size and course offerings, including faculty loads, teaching schedules, office hours, and room assignments.
- Works with appropriate faculty and staff, assuring that instructional programs and course articulation is current with high schools, colleges and universities.
- Works with faculty and district community, facilitate the development of new courses and programs.
- Meets with students to learn their needs; address concerns; and act as a resource to faculty and staff when support or intervention is requested.
- Consults with Director of Student Life in matters of conduct.

**Personnel:**

- Coordinates overall staffing and hires staff in the area.
- Supervises academic and classified staff within the area to ensure that all contractual and legal obligations of the District are met.
- Together with area and district staff, evaluates all area faculty and classified staff according to the policies and procedures of the District.
- Orients new faculty and staff to their duties and obligations.

**Minimum Qualifications**

- Master's Degree from an accredited institution of higher education in area within or closely related to Health Sciences.
- Three or more years of community college academic management experience or very similar public management experience.
- Professional or teaching experience in an accredited postsecondary institution.
- Academic degree, licensure or certification in a health and/or safety related area.
- Demonstrated ability in academic program management, and collegial consultation.
- Demonstrated ability to interpret and apply rules, regulations, policies and procedures and then set clear expectations and direction for faculty and staff.
- Advanced communication skills, including both writing and in public speaking.
- Demonstrated knowledge, skills, and abilities to work with a diverse student and employee population, as well as community groups.
- Demonstrated ability to apply knowledge to new technologies and effectively introduce them to multiple skill levels (faculty, staff, and students).
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students.

**Preferred Qualifications**

- Doctoral degree in Health Sciences or Management, Higher Education, closely related area.
- Previous supervision of community college division or similar academic learning environment.
- California community college faculty or administrative experience.