

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Dean of Instruction**

Data Year: 2018

Prepared On: 04/05/2019

---

Department:	Academic Affairs	Grade:	16
Reports To:	Vice President of Academic Affairs	Classification:	Exempt
Supervises Direct:	37 FT, 8 PT	Supervises Indirect:	Outreach
Approved By:	Dr. Carter	Effective Date:	07/01/2018
		Revised Date:	12/04/2018

**Role:**

Provides supervision of division chairs, assigned faculty and classified staff in three divisions (Agriculture, Business, and Personal Services, Math, Science, and HPERD, and Humanities, Behavioral, and Social Sciences); manages curriculum and monitors budget and facilities. Participates in the development and implementation of college policy; recommends and implements activities and actions which foster instructional excellence within a safe and effective working environment; represents the administration to staff members and staff members to the administration, and represents the college to the public and industry. Employment is based on 248 days in a fiscal year.

**Essential Functions & Responsibilities:**

- E 25% Supervises and collaborates with faculty in the development of rigorous and relevant curriculum, syllabi, instructional methods, assessment plans, advising, professional development, and course delivery.
- E 20% Coordinates the development, implementation, and evaluation of programs and program accreditation within the division.
- E 15% Conducts interviews and orients new faculty and staff, reviews workload of the faculty within the division, and completes performance reviews of division chairs, faculty, and program coordinators.
- E 20% Prepares and presents division goals and budget, in collaboration with faculty, to the vice president of academic affairs. Supervises expenditures of the assigned budget and achievement of the division goals.
- E 20% Represents the college at appropriate agency meetings, public events, including promotional and recruiting events. Identifies external funding sources (grants, donors) and coordinates the development of external funding with the vice president of academic affairs.

**Performance Measurements:**

1. Work is accurate, thorough, and reliable.
2. Planning processes result in the effective management and completion of day-to-day tasks and longer term goals.
3. Makes decisions that are based on analysis of available facts, timely, and transparent to all involved/impacted.

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Dean of Instruction**

Data Year: 2018

Prepared On: 04/05/2019

---

4. Works effectively with students, employees, and external stakeholders demonstrating college values, inclusivity, and civility.
5. Performs personnel evaluations that are timely, provide constructive feedback, and are within the guidelines set by the college.
6. Seeks solutions to difficult situations through listening for understanding, empathy, and honest, open communication.
7. Creates a productive work environment for faculty and staff.
8. Advocates for faculty, staff, and students.
9. Effectively supervise and collaborate with faculty in the development of rigorous and relevant curriculum, syllabi, instructional methods, assessment plans, advising, and professional development.
10. Conducts effective interviews and selection processes for faculty and staff, orients new faculty and staff, and reviews and approves faculty workload.
11. Supervises and collaborates with faculty and external stakeholders in the timely development, implementation and evaluation of instructional programs.
12. Prepares, presents, and manages a budget for each program in collaborating with division chairs, faculty and the institutional team.
13. Conducts meetings that demonstrates effective decision making, communication, and transparency using the SCCC principles of effective meetings.
14. Develops and supervises course schedules and delivery methods based on stakeholder needs and resources availability.
15. Maintains state and national accreditations of all programs as appropriate and designated by administration.
16. Coordinates the development and annual maintenance of agreements between the college and external institutions and agencies.
17. Effectively participates in the development, management, and reporting associated with external funding sources such as grants.
18. Meets the workload requirements for the position.
19. Maintains a valid driver's license.
20. Establish, strengthen, and enhances relationships with area businesses, high schools, and post-secondary institutions. Serves on community organizations and boards.
21. Serves on institutional committees and teams such as Academic Affairs Council, Instructional Team, AQIP Steering Committee, and others as needed.
22. Effectively performs other functions as assigned by the vice president of academic affairs.

**Knowledge and Skills:**

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Dean of Instruction**

Data Year: 2018

Prepared On: 04/05/2019

---

Experience	Three to five years of teaching experience, preferably community college.
Education	Minimum of master's degree in administration or a field related to the programs supervised.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	<p>Knowledge: (areas of specialty and expertise prior to hiring)</p> <p>Supervisory experience and knowledge of the vision, mission, goals and objectives of the college preferred.</p> <p>Skills: (proficiencies needed to execute the job duties; earned through training or experience)</p> <p>Effective oral and written communication skills and the ability to implement oral and written directions.</p> <p>Strong financial and project management skills.</p> <p>Working knowledge and experience in using Microsoft Office applications and the ability to learn additional software packages the college may acquire.</p> <p>Utilize an integrated database system for student records, financial management, and appropriate institutional research.</p> <p>Delegation of responsibility and authority.</p> <p>Decision making and problem solving.</p> <p>Interpersonal relations and conflict management.</p> <p>Preparing a variety of reports.</p> <p>Working effectively with a range of constituencies in a diverse community.</p> <p>Reviews problems and related information to develop and evaluate options and implement solutions.</p> <p>Motivates, develops, and directs people as they work and identify the best people for the position.</p> <p>Gives full attention to what others are saying, takes time to understand the points made, and asks questions as appropriate.</p> <p>Determines how money will be spent based on institution and division goals and accounts for expenditures.</p> <p>Use of email and internet for research and communication purposes.</p> <p>Abilities: (qualities innate to the individual)</p> <p>Work with frequent interruptions.</p> <p>Perform consistently during stress and pressure of deadlines.</p> <p>Encourage and model high standards of ethical conduct among division personnel.</p> <p>Communicate information and ideas in speaking so others will understand.</p> <p>Read and understand information and ideas presented in writing</p>

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Dean of Instruction**

Data Year: 2018

Prepared On: 04/05/2019

---

Apply rules to specific problems and produce answers that make sense.  
Combine pieces of information to form general rules and conclusions.  
Tell when something is wrong or likely to go wrong.

**Physical  
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 1 hours at one time with a total of 5 hours  
Standing for a period of 1 hour at one time with a total of 2 hour  
Walking for a period of 1 hour at one time with a total of 1 hour  
Lifting: up to 50 lbs. occasionally  
Carrying: up to 50 lbs. occasionally  
Repetitive Action: use of right and left hand for simple grasping, fine manipulating and frequent keyboarding  
Bending, squatting, crawling, climbing and reaching above shoulder level occasionally  
Being around moving machinery  
Exposed to marked changes in temperature  
Driving occasionally for college activities

**Work Environment** Regular exposure to favorable conditions such as those found in a normal office.  
Day trips and occasional overnight trips for professional development maybe required.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

---

Printed Employee Name

---

Date

---

Employee Signature