

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Dean of Academic Transfer	FLSA status:	Exempt
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DEPARTMENT:	Instruction	REPORTS TO:	Vice President of Instruction
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Position summary: This is a full time, twelve-month contract responsible to the Vice President of Instruction. The Dean is responsible for leadership in planning, organizing, administering, and evaluating the educational programs of the Division.

Position responsibilities:

- Provide organizational leadership and support to the instructional programs in the division.
- Supervise and evaluate the development and use of human, fiscal and physical resources within the Division of Liberal Arts & Sciences.
- Review and evaluate the instructional programs within the division.
- Working familiarity with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Ensure that courses meet the SACSCOC standards.
- Research and stay current on curriculum compliance and development issues and advise the College as to changes/revisions as necessary.
- Research, write, submit, and administer grant proposals for educational activities.
- Collaborate with the College to develop and implement a long-range plan and strategy for academic education.
- Maintain and evaluate professional development portfolios and IE assessment data and assist departments in setting standards, collecting and reporting data.
- Identify and develop new programs as needed.
- Recruit and recommend for hire qualified professors and staff.
- Evaluate professors and staff.
- Provide appropriate professional development opportunities for professors and staff.
- Supervise, facilitate, and enhance articulation of instructional programs with secondary and upper level institutions.
- Supervise advisory committee meetings to ensure sound curriculum development.
- Provide overall guidance for the scheduling of academic classes, assignment of professors, and use of facilities.
- Schedule and evaluate dual credit as related to the Division of Liberal Arts & Sciences with the Director of Dual Enrollment.
- Collaborate with stakeholders regarding dual credit programs, Early College programs, FAST, and college connect.
- Work with department chairs and professors to recruit students for the various programs in the Division of Liberal Arts & Sciences.
- Plan, organize, and supervise all programs of the division.
- Provide academic advising; provide leadership and support to full-time and part-time faculty, on campus and at teaching centers in nearby towns.
- The division dean will assist the directors of the off-campus centers for the implementation of classes, instructors, and employing adjunct instructors.
- Effectively collaborate with Student Services administrative leaders in support of enrollment management, advising and holistic student support.
- Participate in college wide efforts and initiatives in support of the Panola College mission, Guided Pathways transformational work, the Strategic Plan, Open educational Resources, and House Bill 8 related needs.
- Manage effective implementation of instructional technology and use of Artificial Intelligence.
- Prepare and control the expenditure of approved budgeted funds for the program.
- Implement the rules and regulations of external accrediting agencies.
- Familiarity with the Academic Course Guide Manual (ACGM) and Core Curriculum procedures.
- Serve as liaison between the college and affiliating agencies.
- Provide for the orientation of newly hired faculty and staff in the division.
- Encourage faculty to participate in professional associations, conferences, and activities.
- Encourage, facilitate and coordinate grants to support area initiatives.
- Recommend the utilization and maintenance of laboratory and classroom facilities.
- Supervise record keeping practices and procedures for program.
- Participate in professional and community activities for the improvement of faculty and staff in the division.
- Remain loyal to the college and its purposes.
- Assist with recruitment and retention.

- Attend College sponsored events.
- Performing other duties assigned by the Vice President of Instruction.

Minimum Position Requirements:

- Master's degree required from a regionally accredited institution; requires a minimum of 2 years experience in progressively responsible management positions, preferably in a college or university setting, or other relevant experience that would demonstrate the required knowledge and abilities for administrative leadership; Department Chair or higher in Community College setting; 3 years teaching experience preferred.
- Must maintain any current licensure and approvals by state licensing Boards.
- Must possess high ethical standards; must be able to demonstrate an open, accessible, and collaborative leadership style that encourages teamwork, and is effective in work with internal and external constituents.
- Must have an interest in students academically as well as contributing to a vibrant student life environment.
- Must demonstrate a record of achievement in policy formulation, strategic planning and budgeting, project administration, complex problem solving and effective written and oral communication skills.
- Must have excellent supervisory skills, including significant experience in supervise a large culturally diverse management team including a commitment to professional development, partnering, campus-community relations, equal opportunity and belonging to support of the College's teaching and service mission.
- Experience with the accreditation process of the Southern Association of Colleges and Schools or another regional accrediting body is desired

Knowledge, Skills, and Abilities Required:

- Must have a commitment to the philosophy of the college.
- Maintains professional competence in area of responsibility.
- Interpersonal skills which reflect total commitment to student development in all college activities required.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem-solving skills.
- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to contribute and present innovative ideas for new curricula and programs.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.