

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN/INFORMATION AND LEARNING RESOURCES**

GENERAL RESPONSIBILITIES

Overall responsibility to the Vice President of Academic Affairs for the leadership and administration of all aspects of the Learning Resources Division, including the design, delivery, staffing, planning and budgeting, administrative support, supervision and evaluation of Faculty Development, the Center for Learning and Instruction, Media Services and Publications, Library Services, Instructional Computing and other technology resources. Coordinates the integration of these programs; formulates information policies in support of teaching and learning and administration; performs other duties and special projects as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL PROGRAMS AND SERVICES

Provides direction and support for the Faculty Development program and the Center for Learning and Instruction. Coordinates technology training programs.

Provides direction and support to the Media Services and Publications Department, which serves Santa Ana College, Santiago Canyon College and the District Office.

Provides direction and support to the Library Services program. Reviews and approves curriculum development proposals, course outlines, program changes for the Library and Information Studies and the Library Technology programs.

Provides direction and support to the Instructional Computing program. Coordinates technology projects for the college. Chairs Technology Advisory Committee.

Provides for the integration of learning resources and services in support of the teaching and learning mission of the college; formulates long range planning initiatives.

PERSONNEL

Responsible for, or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, direction and evaluation of work, and adjustment of grievances of all division personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of performance of academic and classified staff assigned to the Division, and providing direction and assistance wherever a need for improvement is identified.

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STUDENTS

Responsible for developing policies that maximize student access to instructional resources and an environment conducive to learning. Responsible for the adjustment of grievances and complaints, scheduling, evaluation and reporting of performance, the resolution of student problems and complaints.

BUDGET/FUNDING

Responsible for the timely and accurate preparation, submission and administration of Division budget and other grant budgets as appropriate.

PLANNING

Responsible for long range planning for the Division; leadership and vision on the integration of technology/learning resources as they support the teaching, learning and administrative initiatives of the college. Responsible for college wide technology planning. Works closely with District ITS management and staff to ensure congruency of direction and efforts in support of college applications and infrastructure.

COMMUNITY CONTACT/REPRESENTATION

Responsible for being a highly visible educational leader seeking positions of significant leadership in community institutions as well as community support organizations and on state boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership position and reputation on the state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for chairing and supervision of college-wide committees and task forces and other duties and special projects as assigned.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, funding, coordinating staffing, delivery and evaluation of the Information and Learning Resources programs.
- B. Performs or supervises the performance of all personnel functions for assigned faculty and staff.
- C. Provides maximum student, faculty and staff access to learning resources and information technologies.

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REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Must possess a Master's degree and one year of formal training, internship, or leadership experience reasonable related to this administrative assignment.

Required Skills: Ability to understand the use of information technologies in support of teaching, learning and administration. Demonstrated knowledge of information technologies, libraries, faculty development, and media programs. Ability to articulate technical issues to the college community. Demonstrated planning and team building skills as well as commitment to participatory management. Ability to prevent and resolve professional and personal conflicts and problems; evaluate instructional strategies and content; analyze and apply laws, rules and regulations involving programs, staff and students; articulate Division and District plans, goals, programs and requirements at the college, District, community, state and national levels.

Draft Date: 2/8/99, 9/4/01
Date Approved by Board: _____
pw:1/04