

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
STRATEGIC HIRE REQUEST
05 October 2021

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	Please include: Position Title: Dean of Arts, Languages, and Communication Position #: MG-00041 FTE: 1.0 Level: MG-10 Department: Academic Affairs	1. Key responsibilities of position: <ul style="list-style-type: none"> ○ * Manage, evaluate and coordinate academic subject areas in accordance with legal requirements, district policies and educational principles and practices. * Establish overall goals, objectives and plans; initiate and participate in overall program planning; communicate statutes, district and college policies and philosophies to division faculty and staff. * Supervise and coordinate assigned curriculum planning and development; utilize available resources to develop new or revised curriculum; evaluate and recommend instructional materials, equipment and facilities. * Communicate and interpret program objectives and offerings to students, staff, faculty, community organizations and others * Perform the search/screen/selection, monitoring, evaluation and retention processes of assigned faculty and staff according to statutes and Governing Board Policy. * Oversee faculty teaching assignments and schedules; assign certificated and classified staff to work areas, hours and duties; orient and assist new personnel as needed. * Prepare budgets and submit through appropriate channels for approval; monitor and control assigned program operating budgets; initiate special fund requests; determine need and priority for capital equipment and materials. * Administer and implement district rules, regulations, policies and procedures; assist in implementing contract provisions negotiated by the Governing Board and recognized bargaining units representing employees. * Serve as a member of district, site or other councils, committees and task forces. * Participate in public information activities to promote and publicize instructional programs; respond to inquiries regarding curriculum or course offerings and services provided. * Prepare catalog material, class schedules and other program information as required; recommend and implement new programs to enhance the college mission and enrollment. * Assist in coordination of programs with business, industry, community organizations and other educational institutions. * Coordinate and facilitate the resolution of student, faculty, and staff conflicts and problems

		<p>2. Current status of position: <u>Has been filled by two (2) Interim Deans over the past 4 years.</u></p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget Yes ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? Yes ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? No ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Essential supervision: ; <u>This position has had two (2) interim Deans over the past four (4) years. it is imperative that the College and District move forward with hiring a permanent Dean for this position to ensure the continued success, growth, and development of the Division. With the opening of the new Performing and Visual Arts Center, there needs to be permanent leadership in this position.</u> <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted <ul style="list-style-type: none"> ○ Smartkey and Salary Object: Smartkey: <u>1375001</u> Salary Object: <u>1240, Contract Noninstr, Admin</u> ○ Annual Salary at Step B: Grade 10, Step B) \$123,264