



GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

Wallace Drive Campus

Created on: 11/8/2024
Revised on: 8/1/2025

Job Title	Salary Schedule	Grade	Job No.
Dean of Academic Programs and Services	B		AD9994
Reports To	FLSA Status	Grant Funded	Tenure Track
President	Exempt	No	No

JOB SUMMARY: The Dean is responsible for administration of the academic instructional programs on all campuses and sites. In addition, the Dean supervises Library Services, the Alabama Language Institute, online instruction, and the International Program. The Dean develops and administers the academic instructional budget, provides innovative and strategic visionary leadership, supervises divisions chairs/direct reports, provides administrative oversight of personnel management/evaluation, and is actively engaged in the communities served by the College.

- QUALIFICATIONS:**
- ◆ Earned master’s degree from an approved U.S. Department of Education accredited institution **required**
 - ◆ Earned doctorate from an approved U.S. Department of Education accredited institution **preferred**
 - ◆ Strong academic background in educational leadership or a closely related field **required**
 - ◆ A minimum of three (3) years supervisory or management experience in education **required**
 - ◆ A minimum of five (5) years of teaching experience **required**

- DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**
- ◆ Ability to work well with diverse populations
 - ◆ Documented evidence of active engagement in college and community activities
 - ◆ Documented evidence of development and implementation of innovative delivery systems and enhanced teaching through advanced information technology
 - ◆ Possesses a thorough knowledge and background in non-traditional delivery methods of instruction.
 - ◆ Highly effective communication and problem-solving skills
 - ◆ Adept in conflict resolution, team building, and promotion of strong, collaborative interpersonal relationships

- DUTIES:**
- Leadership/Administrative
- ◆ Provide executive oversight and innovative leadership of all academic instructional programs and services; program development and revision; library services; online instruction; international programs; and the Alabama Language Institute
 - ◆ Ensure appropriate and timely evaluation of academic instructional programs and personnel

- ◆ Oversee development and implementation of strategic planning for all academic programs/services
- ◆ Establish priorities and plans for program development.
- ◆ Ensure compliance with institutional accreditation standards and regulations as well as specialty accreditation for those programs eligible for new or continuing accreditation
- ◆ Oversees SACSCOC compliance and specialty accreditation compliance for all programs/services in assigned division/department
- ◆ Build trusting relationships by acting with integrity, courtesy, and responsibility, even in stressful, contentious situations
- ◆ Ensure that all divisions/departments offer a flexible, student friendly schedule of course offerings, is responsive to student needs, provide excellence in academic delivery of all program components, and fully integrate technology into the instructional environment
- ◆ Represent academic instructional programs/services in College governance, in Postsecondary committees, and in other venues as appropriate
- ◆ Serve as liaison with secondary schools and four-year universities to create articulation agreements, coordinate course offerings, and facilitate the transfer of students
- ◆ Promote academic integrity and teaching/learning environments that are student centered and conducive to learning
- ◆ Coordinate class schedules and the development of the course catalog and instructional calendar
- ◆ Ensure compliance with ACCS, the College, ACHE, and other regulatory policies

Faculty

- ◆ Promote and support faculty growth and excellence in instructional delivery through comprehensive professional development
- ◆ Lead and manage faculty and staff in institutional effectiveness activities
- ◆ Validate the need for current programs, and development and implementation of new programs
- ◆ Recruit, select and retain exceptional personnel
- ◆ Ensure appropriate courses and workloads for academic faculty and staff

Students

- ◆ Work closely with other divisions in the College to coordinate student recruitment and retention
- ◆ Support and promote the College's enrollment efforts

Budget

- ◆ Manage activities and resources of the College to assure cost effectiveness and return on investment
- ◆ Manage all budgets within the academic division

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching; ability to navigate between multiple buildings on campus
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for interaction with students, staff, and external partners

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution, with frequent interaction in student service areas
- ◆ **Travel:** Occasional travel may be required to attend conferences, workshops, or community events and to represent the college externally
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate events, meetings, and peak enrollment periods
- ◆ **Interaction:** Regular collaboration with students, faculty, staff, external stakeholders, and community partners to support student services initiatives

Reviewed by:**Employee Name:**

Employee Signature

Date