

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Dean, School of Professional and Technical Programs	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Applied Studies	<b>REPORTS TO:</b>	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:**

- Teaching 6 semester hours each fall and spring semester and 3 hours in the summer per academic year. (The dean will receive a 2 class load reduction).
- Provide organizational leadership and support to the instructional programs in the division.
- Coordinate in collecting and reporting to the Texas Higher Education Coordinating Board CB 116 data on all technical programs graduates. Data will be submitted to the Texas Higher Education Coordinating Board by the Dean.
- Coordinate in collecting and reporting to the Texas Higher Education Coordinating Board Licensure pass rates for students in technical programs. Data will be submitted to the Texas Higher Education Coordinating Board by the Dean.
- Supervise and evaluate the development and use of human, fiscal and physical resources within the Division of Professional & Technical Programs.
- Review and evaluate the instructional programs within the division.
- Ensure that courses meet the Commission on Colleges, Southern Association of Colleges and Schools standards.
- 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 technical 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 an effective system for student advisement that encourages completion.
- Provide overall guidance for the scheduling of academic and continuing education classes, assignment of professors, and use of facilities.
- Schedule and evaluate dual credit as related to the Division Professional & Technical Programs. The division dean will be responsible for dual credit classes within the division. If dual credit classes are taught at a teaching center area that director will work directly with the division dean to provide leadership for those classes.
- Work with department chairs and professors to recruit students for the various programs in the Division of Professional & Technical Programs.
- Work with the Director of Workforce & Continuing Education to offer workforce training that meets the needs of the community.
- 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.
- Prepare, supervise and manage Perkins, Texas Skill Development, and other workforce related grants and reports.
- The Dean, School of Professional & Technical Programs will provide staff assistance to the Division of Nursing & Health Science and the Division of Workforce and Continuing Education for implementing “Guidelines for Instructional Programs in Workforce Education”, “Workforce Education Course Manual” and serve the college as primary Perkins contact with Texas Higher Education Coordinating Board.
- Investigate, develop, implement and coordinate technical and workforce education programs. Must be committed to continuous improvement of the division.
- The division dean will assist the directors of the off campus centers for the implementation of classes, instructors, and employing adjunct instructors.
- Develop and maintain relationship with local, state, regional and national agencies.
- Prepare and control the expenditure of approved budgeted funds for the program.
- Implement the rules and regulations of external accrediting agencies.
- 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.
- 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 marketing.
- Attend College sponsored events.
- Performing other duties assigned by the Vice President of Instruction.

**Minimum Position Requirements:**

- A doctorate preferred (Master's required) degree from a regionally accredited institution; requires a minimum of 10 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
- Must maintain any current licensure and be approved by state licensing Board.
- Must possess high ethical standards; must be able to demonstrate an open, accessible, and collaborative leadership style that encourages teamwork, promotes diversity, 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 diversity 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 that combine traditional schedules with new demands from industry schedules.
- 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.