



Job Description

Associate Dean of Academic Affairs

JD: 2015
Pay Grade: G16

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum five (5) years of full-time teaching experience; combination of community college and public school preferred. Minimum two (2) years of related educational leadership experience for this management role. Minimum two (2) years of experience working with 504/Americans with Disabilities Act and its application in the classroom.

Minimum Education Requirements: Master's Degree in a related field.

Direct Supervisor: Dean of Academic Affairs (DAA).

Supervisory Responsibility: Direct: Adjunct Faculty, Administrative Associate, Indirect: Coordinator of College and Me

Primary Work Location: Office Setting

Certification:

Job Summary: The Associate Dean of Academic Affairs (ADAA) assists the Dean of Academic Affairs in the maintenance, enhancement, and assessment of academic programming. This position is responsible for supervising adjunct faculty and staff; including hiring, training, evaluation, and professional development. The ADAA will be responsible for overseeing the academic implementation of 504/Americans with Disabilities Act laws and regulations. The ADAA will collaborate with the Dean of Academic Affairs to enhance community educational opportunities and serve on various committees and community task forces that inform and advise related curriculum and programs. This position will provide support to the Dean in day-to-day operations.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Provide orientation and on-going training programs for new and returning adjunct faculty.
- Oversee the intake, assignment, and classroom implementation of student 504/Americans with Disabilities Act accommodations. Serve as a bridge between students and faculty to facilitate communication and implementation.
- Provide oversight for the College and Me Program.
- Assist in developing course schedules for all academic programs. Set/update course schedules in coordination with academic/program directors and the Registrar.
- Develop, implement, and review educational programs to support high quality academic offerings.
- Work with DAA, and designated faculty/staff, to monitor and assess corequisite Math and English programs to promote accelerated attainment of college-level performance.
- Collaborate with the DAA in designing relevant educational opportunities and curricula to serve the school age students of Garrett County.



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- Assist the DAA in collaboration with Garrett County Public Schools to:
 - Design and improve academic offerings for high school dual-enrollment (HSDE), including scheduling of courses, enrollment of students, and monitoring student success.
 - Implement the college responsibilities outlined in the Blueprint for Maryland's Future legislation.
 - Design and enhance remediation programming for high school juniors who are not College and Career Ready.
- Collaborate with faculty and academic staff in ongoing department assessment and the evaluation of student learning outcomes, program outcomes, and general education outcomes.
- Support the DAA in fulfilling responsibilities related to institutional accreditation.
- Assist in ensuring accuracy of all information regarding the Office of Academic Affairs (AA) in the College Catalog, website and all college publications.
- Ensure compliance with policies and procedures, federal, state and local rules and regulations, and accreditation requirements.
- Assist in strategic planning and developing the annual budget submission.
- Serve on the Curriculum and Academic Standards Committee, Academic Dismissal Appeals Board, the Academic Events Team, and various ad hoc and governance committees.
- Support New Student Orientation.
- Maintain working knowledge of national initiatives and professional organizations relevant to academic programming.
- Represent the Dean in their absence at college meetings, committees, and other official functions.
- Uphold complete confidentiality of student and employee records and other sensitive information.
- Perform other related duties as assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Thorough understanding of the management of academic affairs offices.
- Thorough understanding of FERPA and ADA laws and regulations as it applies to college students.
- Documented experience in disability services in higher education setting.
- Demonstrated experience determining reasonable accommodations.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Outlook.
- Instructional technology and classroom management skills.



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Skills

- Strong management, organizational, time management, and supervisory skills.
- Excellent interpersonal and communication skills, including customer service and public relation skills.
- Strong written and oral communications, including following and relaying complex oral and written instructions, policies and procedures
- Establishing and maintaining effective working relationships with faculty, regional education officials, and community members.

Abilities

- Commitment to the highest ethical principles of higher education management.
- Commitment to the community college philosophy of providing access to certificates, degrees, and workforce training.
- Diplomacy in handling a wide range of situations dealing with public and external organizations,
- Coalesce diverse constituents around a common purpose.
- Foster and promote a positive image for the College.
- Work effectively under pressure and handle multiple tasks.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Maintain confidentiality and use good judgement.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties; therefore, it is also not, nor can it be implied to be, a contract of employment.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date