



## Job Description

### Dean of Academic Affairs/ Chief Academic Officer

JD: 2033  
Pay Grade: G18

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Two (2) years of college administrative experience and five (5) years of full-time teaching experience. Preferably in a community college setting.

**Minimum Education Requirements:** Master's degree in a related field and participation in an academic program leading to a doctorate (to be completed by January 2028) required; earned doctorate from a regionally accredited institution is preferred.

**Direct Supervisor:** President

**Supervisory Responsibility:** Direct - Associate Dean of Academic Affairs, Academic Directors, Coordinator of Academic Affairs, Learning Commons and Academic Success; Indirect: all faculty and staff in the division.

**Primary Work Location:** Office Setting.

**Certification:** N/A

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**Job Summary:** The Dean of Academic Affairs (DAA), serving as Chief Academic Officer (CAO), works with faculty and staff to guide strategic planning for the Division of Academic Affairs and develops programs to strengthen and support learning. The Dean ensures that the College's academic standards are monitored, evaluated, and consistently upheld. The Dean of Academic Affairs works with the Office of Analytics, Institutional Research, and Assessment and other departments to monitor and sustain regional accreditation. The Dean is a member of the Senior Leadership Group.

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### Essential Job Functions

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

- Provide leadership and supervision for Academic Affairs faculty and staff in the planning, development and implementation of academic programs and courses, academic advising and support services, and course and program review assessment.
- Recommend to the President new programs, program modifications, and terminations of existing programs and/or courses.
- Provide vision and leadership in planning and support programming that meets the needs of local, regional and state business and industry.
- Support faculty professional development initiatives to nurture a quality teaching and learning environment.
- Work actively with other areas of the college to ensure a spirit of college-wide collaboration, collegiality, civility and teamwork.
- Establish a working relationship with external agencies and systems, higher education institutions, K-12 schools, business and industry and workforce development boards.
- Function as part of the senior-level management team that fosters pride and excellence in the institution through a supportive environment.
- Supervise and participate in the development and administration of budgets for areas within the Dean's purview.



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- Consult with the Associate Dean, the Academic Program Directors and faculty to ensure that the teaching and advising assignments are equitable and consistent within the contractual terms of employment.
- Oversee searches for all academic personnel, ensure that credential requirements are satisfied, and recommend appointments, promotions, dismissals, and non-renewals through the proper chain of command.
- Manage the system of evaluation of all academic personnel, including student evaluations of faculty.
- Perform other 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**

- Legal issues affecting faculty, students, academic standards, regulations and accreditation requirements.
- Uses of information technology for classroom enrichment and distance learning.
- Use of business intelligence to drive performance, efficiency, and agility.
- Practiced in interest-based versus position-based negotiation/communication.
- Visionary and strategic in promoting excellence in teaching and learning.
- Experience working with a variety of boards, agencies, and personalities.
- Experience with the accreditation process, program review, and assessment of student learning.
- Facilitate organizational development and change with effective collaboration of participants.
- Continuously monitor changes in regulations, policies and technology related to the area of management.
- Knowledge of data analytics and application of information to assist in data-informed decision-making.
- Creative mindset and forward thinking, staying current in community college best practices and strategies for transformation.

##### **Skills**

- Strong written and oral communications and relational skills including public speaking.
- Established supervisory skills with record of successful management of a diverse student and employee population.
- Establishing and maintaining effective working relationships with faculty, staff, elected officials, and members of the public.
- Following and relaying complex oral and written instructions, policies and procedures.



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**Abilities**

- Demonstrated ability overseeing curriculum and faculty development.
- Assessment of learning outcomes and strategic planning.
- Work collaboratively within intersecting group structures, including faculty committees, governance committees, and Executive Council.
- Negotiate and maintain partnerships and articulations with other colleges and universities.
- Access and utilize an institutional database system for planning and assessment.
- Maintain high level of professionalism.
- Attend local, regional and national meetings when needed.
- Mentally analyze a situation, solve problems, and make decisions under pressure in areas of responsibility.

\*\*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:

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Employee Signature

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Date

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Supervisor Signature

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Date



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Human Resources

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Date