

Job Title:	Dean of Instruction & Distance Learning	Job Number:	ACAD-0003
Department:	Academic Affairs	Job Grade:	40
Reports To:	Vice President of Academic Affairs	FLSA Status:	Exempt

Job Purpose and Objectives:

Responsible for providing administrative leadership and guidance and monitors the effectiveness of instruction and learning within the areas of general education and distance education for Labette Community College.

Supervisory/Management Responsibilities:

Yes



No

This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Supervisory/Management Competencies (applicable to all organizational employees in supervisory/management positions):

People Management: Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.

Operations Management – Directs and guides operations in alignment with organizational and departmental overall goals and objectives; ensures the execution of efficient processes to maximize organizational and departmental resources; utilizes operational knowledge to make sound decisions.

Strategic Leadership: Determines the strategic direction of the team or department in alignment with overall organizational goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals
2. Serves as the college's principal administrator for general education programs and distance education
3. Collaborates closely with the President, Vice President of Academic Affairs, and other Vice Presidents and Deans as needed
4. Takes initiative in maintaining and improving the quality of instruction and attainment of student learning outcomes
5. Prepares, updates, and recommends initiatives, changes and improvements regarding programs, textbooks, course objectives and other education related tasks and objectives
6. Maintains the course syllabus and accreditation standards for all courses assigned to general education and distance learning and concurrent education.
7. Establishes and monitors appropriate instructional standards for areas of responsibility
8. Plans and conducts degree and certificate program reviews
9. Reviews and approves all leave and vacation requests for individuals in area of responsibility
10. Collects institutional data for compliance with state and federal reporting such as NC-SARA, HLC, etc.
11. Analyzes distance education assessment data and provides an annual report to the Vice President of Academic Affairs
12. Develops and coordinates professional development activities for college faculty and adjuncts to expand instructional knowledge and pedagogy
13. Assists college officials in resolving faculty and student problems
14. Facilitates the development of new courses by working with faculty, professional staff, students, and administration
15. Oversees articulation agreements with universities and colleges for areas of responsibility
16. Reviews and updates job descriptions for positions assigned to area of responsibility
17. Conducts informational and in-service training meetings each academic term
18. Informs administration, faculty and staff on pertinent data and/or reports
19. Assists in recommending hiring, transfer, promotion, suspension, and dismissal of full-time faculty and staff assigned. Completes evaluation of staff within area of responsibility.
20. Collaborates with the Cardinal Jumpstart coordinator and other faculty to develop course schedules, new programs/courses, and faculty development of areas of responsibility
21. Prepares, implements and evaluates objectives for the college's strategic plan
22. Reviews budget requests prepared for all areas of responsibility and serves as the budget supervisor for all related accounts

23. Consults with instructional staff pertaining to course offerings, staffing, state requirements, budget, and instructional issues
24. Assists and coordinates the production of brochures, career books and other publications and promotional materials
25. Remains updated and initiates appropriate measures to ensure the college's accreditation
26. Coordinates with the Dean of CTE/Workforce to promote the coordination of career/technical programs and curriculum with the service area school districts
27. Serves as Campus Security Authority (CSA), an ex-officio member and co-chair of the LCC Grievance Panel and completes annual training
28. Responds to various surveys and prepares reports for state and federal governmental agencies
29. Enforces and maintains compliance with all federal, state and local laws and ordinances
30. Performs other duties as assigned or deemed necessary
31. Complies with all organizational and departmental policies and procedures
32. Operates all job-related equipment, machinery, tools and other aids as required or needed
33. Protects and maintains any confidential information you have access to, whether oral, written, or electronic

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Master's degree, Doctorate preferred
2. Evening, weekend and overnight travel required
3. Three years of postsecondary teaching experience
4. Professional experience in distance education
5. Previous experience in oversight of faculty and research-based teaching strategies (Blooms Taxonomy, Marzano's teaching strategies, etc.)

Certifications / Licenses:

1. Valid Driver's License

Skills/Knowledge/Abilities:

1. Skilled in management and supervision of personnel and resources
2. Displays basic computer and program software knowledge including MS Office
3. Basic understanding of legislative initiatives affecting postsecondary requirements
4. Excellent time management skills and ability to multi-task and prioritize work
5. Ability to fulfill all duties with minimal supervision and to work independently
6. Assess situations rapidly and make logical decisions in a timely manner
7. Analyze facts and exercise sound judgment
8. Ability to effectively manage projects and multiple priorities simultaneously
9. Strong written and verbal communication skills
10. Problem solving and critical thinking skills
11. Strong math, spelling, computer, and calculator abilities
12. Ability to work in a participatory environment
13. Ability to communicate in a professional, calm and courteous manner with the general public and employees
14. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on ____2nd____ floor of building. Office with ____1____ # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Employee Information | <input checked="" type="checkbox"/> Managerial Information |
| <input checked="" type="checkbox"/> Organizational Information | <input checked="" type="checkbox"/> Professional Information |
| <input checked="" type="checkbox"/> Customer / Contact Information | <input type="checkbox"/> Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations
- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☒ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Hayley Howe- TAG	06/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01	Haley Walker	01/22/26	Reviewed, minor edit to travel requirement
02			
03			