

POSITION: Dean of Education

POSITION SUMMARY:

The Dean of Education reports directly to the COO and is the key individual responsible for developing and implementing both near-term and long-term plans for the education department. Additionally, this individual will coordinate, define and communicate integrated plans for the growth and development in all educational areas.

JOB FUNCTIONS:

- Monitors classroom activities; summarizes and follows up on student instructor/classroom critiques, monitors and evaluates each instructor's lecture and/or lab instruction and provides written documentation to the COO and Campus President.
- Ensures the accuracy and currency of syllabi, course outlines and lesson plans and maintains files of course documentation for agency inspection and quality control purposes. Develops methodology for tracking progress as a part of a comprehensive quality assurance plan.
- Ensures instructors maintain accurate academic and attendance records. Determines and communicates time frames for reporting academic records to the registrar.
- Coordinates strategies with college leadership staff to achieve desired organizational results in areas of customer satisfaction, student retention, graduation rates and satisfactory student progress.
- Monitors attrition analysis and assists with campus issues relating to retention.
- Communicates and reinforces institutional policies and expectations with students at orientation and ongoing. Monitors student academic progress; oversees that probation is properly reviewed and administered with students identified by registrar; implements a strategy for student tutoring and monitors tutoring and advising activities. Coaches students who have unsatisfactory academic and attendance performance, maintains written documentation of corrective actions.
- Assesses quality of program operations. Modifies existing program services or creates new program offerings to maintain or enhance program standing.
- Sets and communicates program priorities and performance standards and assesses operations using these criteria.
- Provides leadership to ensure campuses maintain satisfactory academic progress in the areas of attendance, grades, matriculation, and graduation.
- Manages the Learning Resource System including, but not limited to: budgeting, hours of operation, staffing, and purchase of new inventory/books.
- Provides student recognition for academic excellence according to established guidelines.
- Facilitates creative changes in educational programming, processes, and procedures.
- Develops business plans and projections for assigned education projects and proposed projects.
- Leads campus in program direction, development of goals, and objectives.
- Establishes and maintains compliance with academic policy and procedure.
- Manages the personnel and oversees the daily functions of the office of the campus registrar.
- Ensures accurate academic records are maintained according to institution and accreditation guidelines. Ensures hours of operation are maintained as well as providing quality customer service to all students.
- Recruits and hires all full-time and adjunct faculty. Ensures class sizes are managed according to institution and accrediting standards. Conducts new instructor/faculty training and mentoring activities. Ensures all new faculty are trained prior to their first day of instruction. Plans, conducts, and oversees training sessions.

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- Acts as the point of contact/approver for all academic, retention, registrar, and learning resource center related accreditation, state agency, and corporate report submissions.
- Provides leadership and vision for faculty.
- Serves as an advocate for the needs and of all educational programs.
- Supports faculty in teaching, professional development, service, and scholarship.
- Collaborates with other key personnel to advance academic priorities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong communication and interpersonal skills.
- Knowledge of continuous improvement, quality initiatives and team-based management.
- Supervisory skills.
- Excellent team building and team player skills.
- Commitment to operate within a culture defined by a mission, vision, and values: Uphold basic principles, demonstrate leadership, have abilities to develop people, strive to improve productivity, strive to achieve customer satisfaction.

MINIMUM ENTRY REQUIREMENTS:

- MBA degree preferred.
- Bachelor's degree or equivalent education and work experience.
- Minimum of 5 years experience in the school industry.
- Supervisory experience required.

BENEFITS AND COMPENSATION:

CBD College offers excellent benefits and highly competitive compensation.

CBD College is proud to be an equal opportunity employer, and we seek candidates who desire to work in and serve an ethnically-diverse population.