



Classification Description

Job Title: Associate Dean, Teaching and Learning Center **Pay Grade:** Administrator

Job Code: 4047

FLSA Status: Exempt

Job Purpose

The Associate Dean, Teaching and Learning Center works directly with the Vice President of Academic Affairs (VPAA) to oversee one of the foundational functions of the College; supporting faculty development. The Associate Dean must be someone who is recognized by faculty as an accomplished professor and demonstrated leader who is appreciative and supportive of all disciplines. The Associate Dean is preferably someone who has postsecondary teaching experience in multiple modalities and has the ability to actualize ideas into providing essential intellectual support materials and experiences. He/she should have extensive curriculum, instruction and faculty mentoring experience, and be able to work collaboratively with all support units of the institution. As a proven educational leader, the Associate Dean should be recognized as an advocate for meeting the professional needs of faculty. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Provides leadership and oversight for the Teaching and Learning Center (TLC) and its staff.

In collaboration with the VPAA, assesses and identifies staffing needs within the department and assists in the process of recruiting for new and vacant positions that have been approved.

Assists the VPAA in the development of annual budget for TLC, prepares and allocates costs within the budget as well as monitoring expenditures related to professional development and training for faculty. Serves as budget administrator for TLC funds.

Provides ongoing opportunities and manages projects for professional growth for all faculty to enhance the overall College experience as well as providing support to faculty as they design and lead workshops, colloquiums, communities of practice and learning communities. Included is responsibility for organizing "PD Friday" events and other new and ongoing PD opportunities.

Provides oversight and management for the First Year Faculty Seminar.

Leads and manages the development of training materials for the Teaching and Learning Center.

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Communicates with the VPAA on major issues and status of initiatives, trends and opportunities for the Teaching and Learning Center on a timely basis.

Engages in research to stay current in the field in order to develop and apply best practices.

In collaboration with the Office of Institutional Research, Assessment and Effectiveness, reviews available student achievement and satisfaction data to inform professional development offerings.

Conducts ongoing assessment of Teaching and Learning Center programs and services, evaluates findings to ensure offerings are meaningful and effective, and develops improvements plans when necessary to ensure all professional development and training activities are meeting the needs of faculty, administration and academic departments.

In collaboration with the VPAA's office, oversees and establishes faculty recognition programs such as the Myra Hale Walters Faculty Excellence Award and the annual Retirement Reception.

Assists the VPAA in ensuring departmental compliance with the College Operating Procedures, ethical practices, governmental guidelines and accrediting organization criteria. Stays current with changes in laws, regulations, accreditation requirements and operating procedures.

Serves as a member of the Professional Development Committee and other relevant College committees as assigned by the VPAA. In collaboration with the Professional Development Committee and the VPAA's office, oversees the distribution of faculty professional development funds.

Participates in regional and state professional organizations as appropriate to responsibilities.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Doctoral degree from a regionally accredited institution of higher education.

Five (5) years of successful full-time equivalent post-secondary teaching experience.

Three (3) years of supervisory experience in higher education.

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Ability to direct the activities of full- and part-time faculty and staff in the academic unit.

Personal and educational philosophy compatible with the mission, goals and objectives of Florida SouthWestern State College.

Knowledge of enrollment management practices including assessment of student success and the development and implementation of appropriate retention strategies.

Ability to critically analyze student data and develop short- and long-range plans based on the goals of the College.

Demonstrated experience using a personal computer, office software such as MS Office, and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.

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- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: September 16, 2022.