



Classification Description

Job Title: Associate Dean, School of Education
and Charter Schools

Pay Grade: Administrator

Job Code: 4228

FLSA Status: Exempt

Job Purpose

The Associate Dean, School of Education and Charter Schools provides leadership in the planning, direction, and evaluation of the academic unit in conjunction with the Dean, School of Education and Charter Schools. Responsibilities include the efficient and effective operation of the School via the administration of faculty and staff and the management of student issues and concerns to help ensure student success in each of the School's disciplines. This is an administrator on annual contract position.

General Responsibilities

Essential Functions

Facilitates new program development, i.e., Teacher Apprenticeship Program (TAP), new BS degree (BS Educational Studies), and other certificates in Education (Educator Preparation Institute).

Oversees program assessment (data collection, analyzing and presentation). Data will be used to help identify areas for new program development and adjustments to current programs.

Gathers and submits data required by FLDOE for Elementary Education (State approved program.)

Develops Study Abroad opportunities and helps maintain their continued viability for School of Education (SoEd).

Serves as Community Liaison with all five (5) of our school districts.

Supervises adjuncts; works with chair of Elementary Education and Coordinator of Early Childhood Education on schedules.

Serves on College committees as requested by the VPAA and/or President.

Promotes the visibility of the School of Education and builds new partnerships within the community.

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Facilitates School marketing and recruitment events to increase enrollment in School of Education programs.

Manages the School of Education's Instagram account for marketing via social media.

Meets with the Dean of School of Education and Charter Schools, when scheduled.

Attends state meetings (i.e. FLDOE conferences/ workshops) along with the Dean.

Develops grant proposals in conjunction with the Dean and committee members.

Attends monthly Florida Department of Education Community of Practice webinars.

Attends biannual meetings of the Florida Association of Colleges of Teacher Education (FACTE).

Facilitates School of Education's Newsletter publication (The Teacher Tribune) each fall and spring semester.

Assists with the administration of all assigned School of Education and Charter Schools programs in accordance with administrative policies and procedures.

Assists the Dean with the timely submission of plans, which align with the goals and objectives of the School and the College. Collaborates with the Dean to prepare accreditation reports.

Manages enrollment of the disciplines within the School of Education and Charter Schools.

Collaborates with Dean and faculty leaders to create the class schedules.

Supervises faculty assignments, including credential verification, teaching performance, student review of instruction surveys, and professional improvement.

Supports Dean in the timely submission of the faculty roster each semester.

Assists the Department Chairs in screening new full-time faculty and in qualifying adjunct faculty.

Oversees textbook selection process in collaboration with administrative personnel.

Initiates innovation and creativity in faculty development and exercises leadership in creating a supportive learning environment for students and faculty.

Performs other duties as assigned.

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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 perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education related to a discipline within the School of Education and Charter Schools.

Five (5) years of successful full-time equivalent teaching and/or administrative work experience in higher education. Demonstrated successful teaching experience at the collegiate level, including online and other distance learning formats.

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

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.

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

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.

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- 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.
- 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: December 6, 2023.