

ANGUILLA COMMUNITY COLLEGE

JOB DESCRIPTION – 1: MANAGEMENT AND PROFESSIONAL JOBS

JOB TITLE: DEAN OF STUDIES

DEPARTMENT

ACADEMIC STUDIES

DIVISION

SECTION/UNIT

TITLE OF IMMEDIATE SUPERVISOR

PRESIDENT OF ACC

1. MANDATE

Lead, plan, promote, organize, develop, manage, administer, monitor and control the operations of the Academic Studies Department of the Anguilla Community College (ACC) to achieve *its* academic vision, mission and objectives, *consistent with its strategic plan*; and meet the individual and collective needs, aspirations and expectations of all stakeholders, *in particular the Department's students and staff* and of the Anguillian community *in general*.

2. KEY FUNCTIONS

1. To plan, develop, direct, control and manage the operations of the Academic Studies Department in accordance with the ACC's strategic vision, mission and objectives and the needs of the Anguillian community.
2. To ensure that curricula for the various divisions of the Department are developed and put into effect, in response to the identified needs of the Anguillian community and are delivered so as to maximize student access to them and *facilitate student* success.
3. To ensure that globally accepted and recognized standards are employed in the operations of the Academic Studies Department.
4. To coordinate and oversee the organization and administration of the system of examinations, student assessment and certification.
5. To lead the identification, recruitment, *training* and retention of motivated, skilled and experienced academic staff and the conduct of ongoing professional development.
6. To oversee the planning, implementation, supervision and evaluation of the education and

training programmes delivered by the various divisions of the Department.

7. To ensure that systems for guiding, counseling and motivating students are set up, operated and maintained within the Department.
8. To articulate a vision of academic distinction; to oversee the development and administration of academic programmes, policies relating to instruction, curriculum, extended learning, information technology, faculty and academic staff appointments, performance assessments, scholarships, and community service.

3. KEY DUTIES

1. Lead the promotion, organization, development, management, monitoring and evaluation of the Academic Studies Department and the overall teaching programme of the ACC.
2. Organize, direct and lead the academic planning process, including determining an academic vision in line with the College's *overall* vision and mission.
3. Ensure the development and application of academic policies, regulations and procedures and participate in the development and adoption of other ACC policies.
4. Ensure that an appropriate mechanism for curriculum planning, review and development is implemented and maintained on a sustained basis and lead the process.
5. Coordinate strategic, programme, resource, and financial planning *in the Department as part of the ACC's overall planning process* and promote value for money in the use of resources allocated to the Department.
6. Pursue the development and expansion of the Academic Studies Department, in particular establishing those Divisions that are not yet in operation.
7. Plan, develop and implement a flexible and varied system of examinations, measurement and testing to maximize students' opportunities to meet the College's competency standards and succeed in their studies.
8. Develop, implement and improve policies, strategies, regulations and procedures for administering examinations and evaluating the educational programmes provided.
9. Oversee and ensure the coordination, supervision and organization of workable schedules for classes and courses to ensure efficient use of the class day and class facilities.
10. Coordinate, direct and manage the preparation of the budget for the Department and participate in the budget preparation process for the ACC as a whole.
11. Oversee the recruitment, deployment, retention and professional development of faculty.
12. Develop, adopt and utilize appropriate systems for the evaluation and assessment of the performance of heads of divisions, faculty, *support and administrative staff*.
13. *Supervise and* monitor the *work*, conduct and performance of the *Heads of Academic Divisions*, and *periodically* assess and evaluate their performance.
14. *Ensure that Heads of Academic Divisions supervise and evaluate the performance and conduct of the faculty, support and administrative staff of their Divisions.*
15. *Direct, supervise and evaluate the work, performance and conduct of the Department's administrative support staff.*
16. *Coordinate and facilitate* the establishment, maintenance, availability and accessibility of student support services including library services, research and documentation services, laboratory services, as well as counseling and financial services.

17. Coordinate and lead the development of an academic master plan *as part of the ACC's overall strategic plan* and ensure that it is implemented, monitored and evaluated to ensure achievement of its goals and objectives.
18. Engage in teaching.
19. Participate in the development of a research programme and research capacity in the ACC and engage in research projects.
20. Hold regular meetings with the heads of Divisions within the Department to plan, review, monitor and evaluate implementation of the academic programmes and the operations of the various divisions and the Department as a whole.
21. Ensure and oversee the implementation and maintenance of a system of quality control and assessment of academic programmes that is based on internationally accepted standards.
22. Ensure implementation of suitable codes of ethics for academic managers, faculty, students.
23. Select and implement a system *for the periodic review of teaching methods* to ensure that the methods and practices employed *are revised and new approaches introduced as deemed necessary to maintain and improve effectiveness.*
24. Control and coordinate the Department's approved budget in accordance with the College's financial regulations, delegate authority to Division heads and monitor their handling of their division budgets to ensure that they observe the rules.
25. *Participate in promoting, marketing and advertising* the ACC's academic programmes and the ACC generally both within Anguilla and externally.
26. Engage in regular contact and communication with stakeholders in industry, commerce and the public sector, as required in conducting the Department's programmes.
27. Engage with the community to align programme offerings with demand of our stakeholders.
28. To participate in fundraising and grant acquisition.
29. Represent the Department specifically and the ACC generally at domestic, regional, and international meetings, seminars and conferences as may be required.
30. Maintain a Departmental Advisory Committee and convene meetings to build and strengthen relationships and cooperation and promote joint programmes with stakeholders.
31. Provide support to the President of the ACC and deputize when the President is absent.
32. *Ensure that a suitable academic guidance and counseling system is set up and maintained and programmes implemented.*
33. *Plan, lead and ensure that the necessary process and action plan are pursued to achieve and maintain national, regional and international accreditation for the College.*
34. *Ensure that the premises and other physical assets used by the Department are responsibly utilized and are maintained and secured in accordance with the ACC's established real estate policies and procedures.*
35. *Promote high morale and motivation, healthy interpersonal relationships, open channels of communication, and a supportive socio-emotional climate within the Academic Studies Department.*
36. Undertake any other duty as may be required by the job function.

4. KEY RELATIONSHIPS

- 1) President
- 2) Registrar
- 3) Director of Finance and Administration
- 4) Heads of Divisions

- 5) Teaching staff and students
- 6) Accreditation agencies, tertiary institutions with which the ACC has academic services agreements, external examination agencies with whom the ACC has agreements, employers with whom the ACC has agreements, the Government's Ministry of Education.

5. KEY AUTHORITIES

Authorized to:

- Plan, organize, and develop *an academic master plan* and manage, monitor and evaluate the operations of the Academic Studies Department.
- Ensure that curricula are developed for all divisions, are responsive to and meet the needs of students and employers and meet internationally accepted quality standards.
- Establish, develop and expand the operations of the academic divisions of the Department.
- Plan, establish and administer systems for the examination, measurement, testing and evaluation of student performance and competence in the ACC's educational programmes.
- Ensure the control, protection and security of the Department's physical and other assets.
- Oversee, monitor and evaluate the activities and performance of the Division heads.

6. KEY REPORTS

1. Annual report of the Academic Studies Department.
2. *Academic Master Plan*
3. Performance evaluation reports on *Heads of Academic Divisions* and academic staff.
4. Curriculum development plan and curriculum documents for all Divisions.
5. Examination assessment and student performance reports.
6. Annual operating programme and budget for the Department.
7. Maintenance plan, maintenance reports and inventories of fixed and floating assets.
8. *Performance evaluation reports on administrative staff of the Office of the Dean of Studies.*

7. PERFORMANCE PARAMETERS

- Growth and expansion in the range of academic offerings in the various divisions.
- Overall student performance in examinations, other assessment mechanisms and the graduation rate.
- Timeliness, degree and quality of analysis and practicality of reports and recommendations.
- Condition, safety and security of the physical and electronic assets of the Department.
- Demand for and degree of satisfaction of College students with its programmes.
- Satisfaction of division heads and teaching staff with teaching arrangements and conditions.
- Growth in student enrollment across all divisions of the College.

8. SCOPE OF THE JOB

The Dean of Studies is a member of the Executive Management Team.

The Dean of Studies reports to the President.

The Dean of Studies is responsible for planning, implementing, managing, monitoring and

evaluating the development and operations of the Academic Studies Department in line with the strategic vision and mission of the ACC, in order to produce trained, skilled, productive and industrious graduates, who meet the needs of industry, commerce and the public sector in Anguilla; for promoting and marketing the Department's programmes and the ACC; for ensuring that internationally recognized high academic and professional standards are achieved and maintained in and by the Department.

9. PERSONAL QUALIFICATIONS

The Dean of Studies should be a strong leader, with substantial experience and skill as a manager and educator. The incumbent must be a strategic thinker, adept at building partnerships within a diverse community, knowledgeable in higher education issues, collaborative in developing team-focused, data driven approaches to problem solving, and possess strong people skills. He/she should be experienced and competent in the operations of a department, major academic division or group of divisions of a degree and associate degree granting tertiary education institution. The person should also be innovative, entrepreneurial and skilled in educational planning and management, curriculum development, and teaching methods. Additionally, the incumbent should possess advanced knowledge and skills in the areas of finance, budgeting and computerized information systems.

The job holder should possess, as a minimum, a Master's degree from an accredited institution in one of the disciplines offered by the divisions of the ACC and at least a post graduate qualification in education, together with at least eight years work experience of which, at least, four years should be as a senior manager in the field of tertiary education or in a similar or related job.

This document is intended to reflect those factors considered necessary to describe the principal functions of a job and should not be construed as a detailed description of all work requirements that may be inherent in the job.