Chief Dull Knife College
JOB ANNOUNCEMENT
Academic Dean

Opening Date:  September 8, 2014
Closing Date:  Open until filled (First review 9/22/14)

SUBMIT RESUME TO:
Selection Committee AD
Chief Dull Knife College
Post Office Box 98
Lame Deer, Montana 59043

- **General Job Description:** The Dean of Academic Affairs is the chief instructional officer at CDKC. The Dean of Academic Affairs is responsible for both credit and non-credit offerings of the College; supervision and evaluation of all full-time and part-time faculty, including GED/HISET program; and development of an annual budget to support the institution's instructional efforts. Responsible for Institution and Academic Assessment for Accreditation. The Dean of Academic Affairs, serves on institutional committees, works with faculty in the development of curriculum and instructional pedagogies, and teaches part-time within his/her academic discipline as necessary. Team leader experience is helpful.

Reporting Relationships: This position reports directly to the College President.

QUALIFICATIONS (Minimum Qualifying Requirements):
- **Education:** Masters Degree in Education, Curriculum and Instruction, or in an academic discipline offered at the College.
- **Experience:** Two to five years teaching experience, preferably in a community college setting, and two or more years of administrative and supervisory experience at the department-head or higher level.

Preferred Qualifications over and above the listed Minimums, above:
- Education and training beyond the in-field or Masters program covering instructional development, curriculum, and personnel management. Preferred administrative experience gained at the community college level with an understanding of tribal colleges.

Salary and Benefits: Starting salary range from $34,000 to $49,000 for twelve-month contract, renewable upon satisfactory performance of position duties. Full-time employee benefits including health insurance, long-term disability insurance, college sponsored SEP-IRA retirement, Cafeteria/Flex Benefits plan, tuition waivers, physical fitness time allowance, and other fringes including all federal and state mandated employee benefits.
MAJOR SPECIFIC RESPONSIBILITIES AND DUTIES:

- Develops and coordinates offerings at the course, program, certificate, and degree levels of instruction.
- Supervises all full- and part-time instructional faculty and GED/HISET program.
- Promotes instructional integrity and accountability of instructional programs.
- Responsible for Institution and Academic Assessment for Accreditation.
- Grants Management.
- Plans and facilitates in-service training and other faculty development activities.
- Collaborates in planning, editing, and publication of the College Catalog.
- Develops an annual instructional plan and semester course schedules.
- Supervises faculty in development of course syllabi and program plans.
- Serves on the Personnel Benefits and Facilities Committees, serves as chair of the Curriculum Planning Committee and serves on the President's Council.
- Evaluates faculty and prepares annual contract recommendation for instructional personnel.
- Reviews instructional priorities and prepares budgets to support the instructional program.
- Teaches in field of preparation as necessary.
- Serves as coordinator/supervisor of other instruction-related projects as assigned by the President of the College.