



TILLAMOOK BAY

COMMUNITY COLLEGE

Position Title: Dean of Instruction

Department: Office of Instruction

Work Type: Full Time, 1.0 FTE

FLSA: Exempt

Term of Employment: July 1 - June 30, Permanent, 249 day academic calendar

Compensation Band: Grade 25

Annual Salary Range: \$70,876 - \$101,053

Initial Placement Salary Range: \$70,876 - \$82,165 based on qualifications, experience, and internal equity. Higher salaries by approval of the President only.

Organizational Relationship: Reports to the Vice President of Instruction

Location: Tillamook, OR

College and Area Information:

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves nearly 2,000 students per year.

Tillamook, Oregon is the home of the famous Tillamook Creamery. Hiking, fishing, biking, and camping are a short car ride away. Tillamook County is nestled between the coast mountain range and the amazing Pacific Ocean, as well as many bays and rivers for fishing and water sports. The area is also home to several craft breweries. Tillamook has small town appeal with a friendly feel and is ready to be home to your next career and adventure.

Vision, Mission, and Values:

Vision: TBCC is the educational center of our community: responsive, innovative, empowering, and invested in the progress of all.

Mission: TBCC serves our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Values: Tillamook Bay Community College values and promotes student success through academic excellence and resourceful teamwork in an environment that is personal and friendly.

Relationship-Oriented
Innovative
Student-Centered
Equitable
Scholarly Excellence

TBCC Equity Statement:

Tillamook Bay Community College is enriched by diversity. Each individual uniquely enhances and strengthens our learning environment.

TBCC strives for equity and inclusion; committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential.

Dean of Instruction

Under the direction of the Vice President, the Dean of Instruction will oversee and coordinate Tillamook Bay Community College curriculum, general education faculty and adjuncts, and serve as the coordinator for common course numbering, the AA/AS, AGS, AAOT, ASOT, OTM, Partnership degrees, MOU and core transfer map programs. Must be able to act as a member of the team, have highly developed interpersonal skills, and have the ability to communicate with personnel at all levels.

TBCC strives for equity and is committed to hiring and retaining diverse and dedicated faculty and staff who lead the way in helping our students expand their knowledge and potential. Deans are expected to be part of the campus community and participate in organized meetings, professional development and other opportunities as available.

Essential Job Functions:

- Responsible for curriculum and faculty and processes/procedures for the AA/AS, AGS, AAOT, ASOT, OTM, Partnership degrees, MOU and core transfer map programs. Responsible for programs assigned
- Supervises all General Education faculty (both full time and adjuncts)
- Academic scheduling for assigned areas
- Coordinates the submission and review of college curriculum and maintenance of curriculum records
- Assists with Outcomes/Assessment/Improvement work
- Lead for faculty professional development and is an integral part of the term in-service meetings/presentations
- Implement assigned projects; coordinate project activities with appropriate staff and project partners
- Supports accreditation efforts

Specific Duties

- Supervises full-time and adjunct general education faculty to include:
 - Hiring and onboarding.
 - Motivating, evaluating, and disciplining as necessary
 - Monitoring and mentoring for accountability & best practices.
 - Planning professional development and training opportunities
- Oversees all aspects of the AA/AS, AGS, AAOT, ASOT, OTM, Partnership degrees, MOU and core transfer map programs. May also serve as coordinator for programs without coordinators, program leads, or department chairs.
 - Keeps apprised of progress and reviews results of the outcomes assessment process to ensure consistency across learning modalities
 - Revises and improves course outlines, program learning outcomes and institutional learning outcomes as needed based upon data.
- Provides leadership and oversees accelerated college credit programs, which includes dual credit and sponsored dual credit.
- Assists, anticipates, and addresses curriculum needs and changes.
 - Coordinate and review/update CCOG's through the curriculum process.

- Represents curriculum area at pertinent meetings, engages in curriculum development, and attends all faculty/subject area meetings/trainings as requested.
- Record and maintain required paperwork on pre-requisite, course, and program changes.
- Collaborates with VP, faculty, and Registrar Specialist.
 - Alerts VP of any concerns and works with VP to successfully resolve issues.
 - Provides feedback and input, when asked, on institutional and academic policies and procedures.
 - Provides input and feedback on instructional budgetary needs and development.
 - Analyze and coordinate with Student Services, Facilities, Instruction Support Specialist, and Faculty in developing the annual and quarterly schedule of classes and faculty assignments for program responsibility areas.
 - Scheduling courses to meet student needs
 - Works with the Instruction Support Specialist to maintain the master academic schedule, faculty pre-requisite database, and master faculty/course database.
- Ensures equity and inclusion across curriculum and scheduling.
 - Supports diversity through inviting classroom and learning environment facilitation.
 - Works cooperatively across the college to help the college achieve its mission and goals (e.g. committees, feedback venues as requested).
- Other duties as assigned.

Knowledge, Skills, Abilities

- Requires superb people skills, ability to multitask, and a calm demeanor, with a knack for productive collaboration across functional areas.
- Ability to carry out confidential tasks or manage situations with tact, sensitivity and discretion.
- Flexible and able to coordinate multiple complex activities, set priorities and work independently under deadline with attention to detail.
- Strong writing and presentation skills.
- High degree of professionalism and service orientation with respect to the quality of work and interaction with others.
- Ability to work in an environment where ambiguity is common and where development and implementation phases may occur simultaneously.
- Proficient in Microsoft Office applications, with an emphasis on Excel

Qualifications:

Minimum Qualifications

- Master's degree in Education or a transfer field in which the college instructs
- Experience working in an educational environment.
- Minimum three years' work history in higher education coordinating programs and faculty oversight
- Extensive work with developing partnerships and working with faculty
- **NOTE:** Some travel may be required including professional meetings. Occasional evening or weekend work.
- Must pass a pre-employment criminal history background check.

Preferred Qualifications

- Terminal Degree in Education, Curriculum, or a related field.

- Five, or more, years' experience working in higher education.
- Experience working with faculty and in coordinating projects.

Benefit Information:

TBCC provides excellent benefits, including medical, dental and vision insurance, as well as generous paid leave, long-term disability and accidental death insurance. Paid leave includes vacation, sick, holiday and personal leave. TBCC pays all contributions to Oregon PERS. Tuition waiver available for eligible employee, spouse, or dependents. Optional benefits include flexible spending, health spending, additional life insurance and other supplemental insurances as well as 403(b) retirement accounts.

Equal Opportunity Employer:

Tillamook Bay Community College does not discriminate on the basis of race, color, national origin, disability, sex, age, religion, height/weight ratio, marital status, gender, gender identity, sexual orientation, organizational affiliation, political affiliation or protected veterans with regard to employment, admissions, access to education programs or activities as set forth in compliance with federal and state statutes and regulations. Persons having questions about non-discrimination should contact Human Resources, 4301 Third Street, Tillamook, Oregon, Phone (503) 842-8222 ext. 1021.

Application Information:

To apply go to <https://tillamookbaycc.edu/about-tbcc/jobs/> and click on the application link. The submission of all required application materials is the responsibility of the applicant. Please respond via email with cover letter, resume and application to: hr@tillamookbaycc.edu. **Closing date EOB Monday, May 13th.**