



VACANT POST NOTICE DEAN

Applications are invited from suitably qualified persons to fill the position of **DEAN, TEACHER EDUCATION AND LEADERSHIP** at the Sir Arthur Lewis Community College (SALCC).

JOB SUMMARY

The Dean is the leader and administrative head responsible for the effective and efficient operation of Teacher Education and Educational Leadership. The Dean helps develop strategic initiatives and participates in long term planning and policy setting.

As a member of the College's senior management team, the Dean provides administrative leadership in areas of curriculum development, instructional assessment and improvement. The Dean will have ultimate responsibility for the management and direction of all the current education programs. Provide administrative service and technical assistance to staff as well as other stakeholders. Assist other programmes in strengthening instructional programs through a strategically planned, standards-based approach with a focus on narrowing achievement gaps.

The Dean is expected to establish and maintain a collegial work climate, cooperatively leading the academic unit towards improved productivity and relevancy, ensuring the academic integrity and curricular coherence of all programs embraced within it.

QUALIFICATIONS AND EXPERIENCE

1. PhD in relevant field and experience working in an accredited academic environment
2. Proven Administrative experience
3. Evidence of research and publications

SKILLS AND ATTRIBUTES REQUIRED

1. A proven record of successfully managing departments/units and budgets.
2. A demonstrated ability to manage and work in a complex and changing environment, successfully managing people of diverse skills, interests and perspectives.
3. Ability to identify appropriate talent and skills and applicable training needs
4. Excellent oral and written communication skills
5. Excellent analytical and problem solving skills.
6. A track record of research and publication
7. Develop and write policies and procedures for efficient and effective operations

CORE FUNCTIONS AND MAIN RESPONSIBILITIES OF DEAN

Leadership and Administrative Duties

1. coordinating the development of and implementing the college's Vision and Goals Statement;
2. leading college efforts toward achieving University goals;
3. Assist in the development of a college budget;
4. managing the fiscal affairs for the Teacher Education academic Unit ;
5. Providing leadership to enhance existing programs and develop new programs that are responsive to students' needs, including adult students
6. Works collaboratively with other educators to integrate educational initiatives and resources
7. Maintaining and developing productive relationships with the Ministry of Education, University of the West Indies Schools of Education, Joint Board of Teacher Education, other regional school community, government and accrediting agencies, and professional organizations and associations
8. Provide leadership for the accreditation process
9. Managing the day to day operations of the education department, such as: creating and managing course schedules for all education faculty; holding regular education department meetings; mentoring new faculty; recruiting and supervising part time faculty; advising students.

10. leading, and coordinating college strategic planning and curriculum development;
11. Supervising, evaluating, and supporting programmes in a manner that promotes excellence in instruction, scholarly and creative productivity.

Personnel Duties

12. To create and maintain a personnel data base regarding the employment and performance of all persons within the academic unit.
13. To provide annual written performance appraisals for faculty and staff in keeping with the College's Rules and Regulations
14. To engage career counseling of faculty and staff which maintain morale, reward and foster competence and effort, and deal effectively with problems and issues which decrease faculty and staff performance.
15. To make recommendations on all personnel actions, such as appointment, re-appointment, promotions, leave, involuntary dismissal, transfers, resignations
16. To serve as the mediator in resolving problems arising among faculty.

Instructional Duties

17. To ensure scope and coverage of the curriculum, working towards full utilization of faculty expertise in its delivery.
18. To work cooperatively with the administration and faculty to develop relevant degree
19. To coordinate distance education and continuing education programs which involve the unit.

Student Duties

20. To ensure that accurate and timely academic advising is provided to all students in their respective majors and within each of the sub-units.
21. To ensure that a system of student observation and evaluation of faculty occurs systematically, fairly and regularly.
22. To establish a formal and informal communication network so that student feedback occur on significant issues in the academic unit.
23. To improve student recruitment and retention within the unit.

To perform such other duties as may be delegated or assigned by appropriate campus Administration

APPLICATION PROCEDURE

Interested, eligible candidates are invited to apply by submitting a letter of application along with a detailed curriculum vitae, verified copies of academic and professional certificates to the Office of Human Resources, Sir Arthur Lewis Community College. Applicants must provide the names of two persons whom can be referenced, confirming the required experience, skills and disposition of the applicant.

Application letters must be emailed to hr@apps.salcc.edu.lc by **November 28thth 2021**. **Kindly ensure that your documents are submitted as one pdf file.**

TERMS OF APPOINTMENT

This is a two (2) year appointment.

The salary will be determined by the qualifications of the applicant and in accordance with the salary scales approved by the College.

Quarters, transportation to and from work, free medical attention and medicines will not be provided. The successful applicant's income will be liable to taxation in accordance with the local Income Tax Ordinance.

The Human Resource Manager
Sir Arthur Lewis Community College
Tel.: 758-457-7312

November 23, 2021