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# Example of Dean Job Description

Our innovative and growing company is searching for experienced candidates for the position of dean. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for dean

* Remain abreast of current curriculum trends, instructional strategies, practices, developments, instructional materials and related governmental procedures and guidelines
* Support breakfast, lunch, arrival, dismissal, and other transition times during the day
* Support long-term regional academic planning teaching and learning strategy and implementation
* Member of the Dean’s Leadership Team
* Provides leadership, direction, motivation and supervision of direct reports
* Directs and evaluates the achievement of student performance objectives
* Responsible for the campuses’ Advisory Board meetings
* Provides oversight for the approximately $5 million division budget
* Provide leadership, vision, and direct administrative oversight for the Office of Courses and Curricula, First Year Inquiry Programs, the Quality Enhancement Program (TH!NK), Global Perspectives Certificate program, Health and Exercise Studies, and Air Force, Army, and Naval ROTC programs
* Coordinate the development of budgets and manage expenditures

## Qualifications for dean

* Evidence of a Bachelor's degree in business, education or related
* Experience in producing printed and electronic marketing materials
* Leadership experience in higher education settings
* PhD, EdD (terminal degree) in Education, Education Management, P-12 Studies, Research Methods, Organizational Management (with a master’s in Ed), Curriculum and Instruction, Teacher Leadership, Education Technology Leadership
* Master’s degree is required in a related area from an institution accredited by an accrediting agency recognized by the US Department of Education
* At least 5 years relevant experience, two of those years in a supervisory capacity