



Overview

Overview

Inactive	No
View As Of	09/06/2026
Date of Last Change	04/17/2026 10:23:20.218 AM
Job Profile Name	Dean of Instruction
Job Code	2440P
Include Job Code in Name	No
Job Profile Summary	Under general direction, the incumbent is responsible for providing executive direction in the implementation of academic programs and services, and for curriculum development, budget administration, faculty hiring, evaluation, and development, and maintaining academic standards within the unit. Leads and motivates a diverse team of faculty and staff, fostering effective working relationships with all internal and external stakeholders.
Job Description	Work contacts include administrators, faculty, staff, students, general public, and education, government, and community organizations. Essential Functions Provides academic and professional leadership for the maintenance of high standards in instruction, curriculum and program development, implementation and maintenance; recommends and approves finalization of course offerings, staffing assignments and facilities schedules in accordance with established guidelines for each semester as directed and approved by the provost of the campus; provides direction on academic regulations and student code of conduct matters. Provides administrative and visionary leadership to faculty and staff regarding short and long-range planning and programming, and regarding the development and evaluation of new courses and curriculums to include expanding services to the community both on-campus and off-campus; responds to community and industry needs by leading the development of new programs; identifies resource needs; develops and implements budgets and provides fiscal oversight, including authorizing and monitoring expenditures to ensure that internal College funds and external grant funds are expended within federal, state, and local guidelines and priorities. Supervises, processes and makes recommendations regarding selection, salary placement, retention, and termination of full-time, part-time, and substitute faculty, including recommendations relative to contracts, rank, tenure, and salary placement; determines the assignment of faculty to department chair, coordinator, or other roles or responsibilities; approves and monitors teaching load assignments; supervises and evaluates the performance of area faculty and staff; serves as overall supervisor for staff and student employees in area of responsibility, recommending assignment of positions and making recommendations regarding selection, evaluation, retention, and termination of staff. Responsible for understanding and ensuring compliance with relevant collective bargaining agreements - ensuring employees are led, managed and supervised in accordance with relevant agreement, may be required to participate in employee and labor relations activities such as collective bargaining negotiations, grievance and discipline hearings, labor and management committees and governance councils. Develops and maintains critical relationships with external stakeholders and community organizations; represents Montgomery College, the



campus, and/or the area in internal and external meetings and events that provide service and benefit the unit, to advance the goals of the education and training programs and communicate, and to advocate for the needs of the area's learners, including representing the College at general public, and education, government, and community organizational meetings; ensures a student-centered focus by balancing College, campus, and community perspectives.

May act for the Vice President of Academics and Instruction and other deans during their absence.

Performs other duties as assigned.

Required Knowledge, Skills and Abilities

Thorough knowledge of college policies and procedures and the disciplines, operations, functions and services of assigned academic area.

Knowledge of educational administration and supervision; teaching, curriculum development, faculty recruitment and development; and, budget management.

Skill in the use of Microsoft Office Suite; effective communications, including interpersonal relations; making presentations; organization agility; resource allocation; strategic and tactical planning; and budget and resources management.

Ability to ensure a student-centered focus which balances the college, campus and community perspectives; ensure and advocate for quality instruction and services; inspire and encourage innovation in teaching and learning; develop partnerships with local schools, businesses, and community agencies.

Minimum Education, Training and Experience Required

Master's degree in discipline/field related to the area supervised; doctorate or terminal degree preferred.

Five (5) years of experience as a department chair or equivalent managerial/leadership experience at the department level and/or above.

Five (5) years of full-time teaching experience at the post-secondary level in at least one of the area's designated disciplines, with preference for teaching in a community college setting.

The equivalent combination of education, training, certification and/or experience that provides the required knowledge and expertise to perform the essential functions of the job may be considered.

Additional Job Description

Physical Demands

Ability to effectively communicate and exchange information with other employees and the public. Ability to learn information from college and department communications and technical sources. Ability to operate various items of office related equipment, such as, personal computer, calculator, copier, and fax machine.



No significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, and repetitive motions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:
Work is performed in a typical office setting.

Job Title Default	
Restrict to Country	
Restrict to Organization	
Management Level	Director
Job Level	Management II
Job Family	Dean
Job Classifications	11-0000 - Management Occupations (US Standard Occupational Classifications (SOC/IPEDS)-United States of America) 1 - Executive, Administrative and Managerial (EEO-6 Job Categories-United States of America)
Work Shift Required	No
Public Job	Yes
Referral Payment Plan	

Characteristics

Difficulty to Fill	
Critical Job	No

Compensation

Compensation Grade	37
Compensation Grade Profile	Salary Employees
Impacted Eligibility Rules	

Additional Data

View As Of	09/06/2026
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Financial Disclosure

Financial Disclosure	Yes
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Telework Eligible

Telework Eligible	Yes
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Business Process History

Business Process History



Business Process	Effective Date	Initiated On	Completed On	Status
Edit Job Profile: Dean of Instruction	04/17/2026	04/17/2026 10:23:20 AM	04/17/2026 10:23:20 AM	Successfully Completed
Edit Job Profile: Dean of Instruction	12/02/2024	12/02/2024 03:27:25 PM	12/02/2024 03:27:25 PM	Successfully Completed
Edit Job Profile: Dean of Instruction	10/18/2024	10/18/2024 01:39:06 PM	10/18/2024 01:39:06 PM	Successfully Completed
Edit Job Profile: Dean of Instruction	10/18/2024	10/18/2024 11:08:34 AM	10/18/2024 11:08:34 AM	Successfully Completed
Edit Job Profile: Dean of Instruction	06/13/2024	06/13/2024 02:21:33 PM	06/13/2024 02:21:33 PM	Successfully Completed

Pay

Pay Rate Type

Pay Rate Types

Country	Pay Rate Type
United States of America	Salary

Job Exempt

Job Exempt

Country / Country Region	Job Exempt
United States of America	Yes

Workers' Compensation Code

Worker's Compensation Codes

Workers' Compensation Code	Country	Country Region	Location

Qualifications

Certifications

Certification

Required	Country	Certification (Predefined)	Certification (Not Predefined)	Issuer (Not Predefined)

Competencies

Competencies

Required Competency	Yes
Target Rating	Communication and Collaboration - Contacts and information sharing are internal/external to the College, for the primary reason of scheduling, coordinating services, collaborating, etc.



Required Competency	Yes Decision Making - Decisions may affect a work unit or area within a department. May contribute to business and operational decisions that affect the department.
Target Rating	
Required Competency	Yes Independence of Action - Results are defined and existing practices are used as guidelines to determine specific work methods and carries out work activities independently; supervisor/manager is available to resolve problems.
Target Rating	
Required Competency	Yes Problem Solving - Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.
Target Rating	

Competencies from Other Sources

Required	Competency	Target Rating	Source	Source Type
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Skills

Skill Attributes

Required	Skill	Skill Level
Yes	Skill in organization, coordination and management	3 - Experienced
Yes	Skill in effective communication (both written and verbal)	3 - Experienced
Yes	Skill in customer service	2 - Intermediate
Yes	Ability to manage time	3 - Experienced

Education

Education

Required	Degree	Field of Study
Yes	Master's	

Languages

Languages

Required	Language	Ability	Proficiency
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Responsibilities

Responsibilities



Required	Responsibility
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Training

Training

Required	Training	Training Type	Description
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Work Experience

Work Experience

Required	Work Experience	Experience Level
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