



<b>Position Title:</b>	Dean		
<b>Reports To:</b>	Provost, NWSA		
<b>Department:</b>	New World School of the Arts	<b>Job Code:</b>	0892
<b>Prepared By/Date:</b>	Jennifer C. Brito/6-9-2009	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Jeffrey Hodgson/12-14-2010	<b>Salary Grade:</b>	18
<b>Revised:</b>	Jennifer C. Brito/12-14-2010	<b>FLSA Status:</b>	Exempt

### **Summary:**

Serves as chief academic officer for one of the following programs: School of Music, Dance Program, Theater Program, and Visual Arts Program at the New World School of the Arts and is an integral member of the College and Campus management teams.

### **Essential Duties and Responsibilities:**

- Develops and administers the respective program curricula in order to provide a responsive, effective, and efficient instructional environment, which provides maximum opportunity for student growth
- Assists the Provost in planning the instructional program and in conducting other activities necessary to provide quality
- Participates in the planning and reviewing of the program division budget
- Provides administrative and artistic leadership for the program
- Approves all purchasing requests and identifies facility and equipment needs
- Serves on the Provost's administrative council and manages all divisional activities including articulation with all other units of the school
- Coordinates and communicates with partner institutions on all matters including the assessment of programs and staff
- Works with other members of the administration to develop college recruitment, retention and fund-raising strategies and monitors enrollment and productivity
- Hires, supervises, and evaluates faculty and staff
- Develops class schedules and provides classroom instruction for the respective program.
- Assists with the development and facilitation of fund-raising activities on behalf of the program at the New World School of the Arts
- Participates in the creation of the annual respective program performance
- Works with other members of the administration on issues relating to facility development, articulation with community arts organizations, program and financial development activates and promotional and print material development
- Promotes an environment supportive of the College mission and vision, student-centered services and teaching excellence
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of college educational philosophy and top management administrative practices and procedures; college curricula and instructional programs
- Knowledge and skill in communicating effectively utilizing public relations principles and practices
- Knowledge of college policies and procedures
- Knowledge of technological systems as they apply to instructional, administrative and workplace needs
- Strategic planning skills to effect change in a multi-cultural environment

- Skill in examining and re-engineering operations and procedure, formulating policy, and developing and implementing new strategies and procedures
- Skill in performance management and employee development
- Excellent organizational and communication skills (both verbal and written)
- Strong leadership skills that promote dedication, creativity, innovation and growth
- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines
- Ability to effectively present information to groups of managers, clients, customers and the public
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

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

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree in respective field and at least five (5) years of academic administration experience and/or an established reputation as a Musician, Dance, scholar of theater pedagogy or scholar of visual arts pedagogy.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name