

Dean, Curriculum Management
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=255559>

Downloaded On: Apr. 19, 2025 3:18am

Posted Apr. 9, 2025, set to expire Nov. 29, 2025

Job Title Dean, Curriculum Management
Department Academic department
Institution Austin Community College
Austin, Texas

Date Posted Apr. 9, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Dean

Academic Field(s) Administration - Undergraduate Education

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Job Description

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Dean, Curriculum Management

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Dean, Curriculum Management

Job Description Summary:

To provide leadership and management of the College's curriculum development to include operations, strategic planning, tactical development and comprehensive evaluation of curriculum support services Austin Community College (ACC). The areas under the Dean's responsibility include Curriculum Development (Credit, CE, AE, Microcredentials, etc.), Academic Schedule Development, the ACC Catalog and Program Maps, Labor Market Information Reports, Articulation and University Relations, Instructional Materials Support (Bookstore, OER, Inclusive Access, etc.) and coordination of Credit for Prior Learning. The Dean will work with college academic departments, administration, and other college stakeholders to ensure curriculum services are accessible and appropriate to meet the needs of all students, adhere to the THECB, SACSCOC, and other relevant regulatory standards, and serve the mission of the college.

Job Description:

Description of Duties and Tasks

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Essential duties and responsibilities include the following. Other duties may be assigned.

- Provides leadership and management for the development and delivery of curriculum services. Providing guidance and assistance to instructional programs and leadership in the development, updating, and creation of program curriculum and processes that support the colleges completion and persistence goals, including Associate Degrees, Baccalaureate degrees, Certificates, Microcredentials, and alternative credentials. Serves as a permanent member of the Curriculum and Programs Committee.
- Works with academic leadership and related stakeholders in preparing class schedule guidelines and processes that meet the needs of students and support completion goals. Oversees the college's scheduling operations in alignment with strategic scheduling.
- Builds talent and a sense of belonging for staff through support, coaching, training, and setting expectations. Adheres to organizational human resource policies and procedures as well as related employment laws. Recommends personnel actions for positions supervised. Ensures effective organizational structure, including allocation of staff, funding, and formulation of decision-making groups and committees.
- Maintains effective internal and external communication processes that provide stakeholders with clear, timely, and relevant information. Maintains administrative oversight of the website and other information resources for curriculum services and works with college areas to align information for students and other stakeholders.
- Provides leadership in short-term and long-term planning with clear, measurable goals and outcomes for curriculum management operations. Develops and maintains a comprehensive yearly plan for curriculum management aligned with the Division work plan, including goals for the unit's leadership team. Collects data to assess the effectiveness of resources and services or to identify needs.
- Oversees the alignment of work in transfer articulation with university partners to ensure seamless integration and expand transfer opportunities for students. Builds internal and external partnerships, consults with faculty on optimum ways to address transfer barriers and employs evidence-based practices that support transfer.
- Stays current in the field. Identifies and researches emerging, innovative, and research-based practices and technologies in curriculum management, and evaluates the relevance and benefit to the college. Maintains knowledge of THECB, SACSCOC, and other relevant agencies regulations and guidance.
- Provides analysis and review of curriculum management functions and services, and reports appropriate information to ACC stakeholders and, as required, local, state, and federal agencies.
- Leads financial planning and budget management for activities of the office. Prepares an annual budget and reviews to make appropriate allocation of funds.

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- Represents the college in local, state, regional, and national organizations and events to advance the interests of the college as assigned. Serves on the division leadership team and other collegewide administration work groups, committees, task forces, or project teams as needed or assigned.
- Manages technology resources and serves as a liaison between the college and vendors that provide services or resources for curriculum services. Ensures licensing is up to date and tools, resources and systems are reviewed on a regular basis for currency and to identify needs for change and improvements.
- Adheres to compliance requirements of the position. Works with appropriate departments to ensure office services, resources, and technologies are accessible. Works with appropriate departments to ensure licensing and copyright requirements for resources are met.

Knowledge

Must possess the required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

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- Demonstrated expertise in project planning, development, and implementation.
- Concepts and principles related to curriculum development.
- Presentation of information and summary reports internally and externally.
- Understanding of the community college philosophy and mission.
- Understanding and managing the demands and requirements of senior-level management in higher education.
- Effective leadership and ethics principles and techniques, including Servant-Leadership and relevant principles and standards of higher education.
- Knowledge of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements.
- Management, implementation, and leadership of large-scale projects.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.

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Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication - Ability to communicate effectively with others clearly and concisely.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Presentation Skills - Ability to effectively present information publicly.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Resource Management - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, and personnel.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Team Builder - Ability to collaborate with a group of people to work toward a goal.
- Technical Aptitude - Ability to comprehend complex, technical topics and specialized information.

Required Work Experience

- Five years related work experience including supervisory experience in a higher education academic environment.

Preferred Work Experience

- Experience in a community college environment.
- Direct experience with instructional design or curriculum development.

Required Education

- Master's degree. Experience cannot be substituted for required, applicable educational level.

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Preferred Education

- Doctorate in Curriculum and Instruction or other Academic Field.

Physical Requirements

- Work is performed in a standard office environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Provide resources for safe operation of units. Create and support workplace safety.

Number of Openings:

1

Job Posting Close Date:

April 21, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and

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responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Dean--Curriculum-Management_R-7466

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Academic Department
Austin Community College

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