

**JOB INFORMATION**

Effective Date	10/19/2021
Job Code:	140
Job Title:	Dean, School of Education
Salary Grade/Structure:	999 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec/Admin/Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Deans
Job Summary	Administer teaching, research, service, financial & governance activities of SoE. Represent the School internally (within the University) and externally (to the community). Coordinate periodic planning, budgeting, assessment, and evaluation of school programs and faculty. Identify funding sources for program development. Coordinate faculty searches according to EEO & AA guidelines. Lead the academic enterprise of the School.

**COMPETENCIES**

## Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
Doctoral Degree	or Terminal Degree in a School of Education discipline or a related field	Required	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years of experience as a department chair, or a similar position, with budgetary and supervisory authority	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
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## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

### Essential Functions

Essential Function	% TIME
• Coordinate and supervise activities of the Associate Dean, Senior Business Coordinator, Center for Educational Programs (CEP) Director, Publications Specialist and Executive Secretary.	10%
• Conduct or coordinate annual reviews for administrative and secretarial staff.	5%
• Represent the School internally and externally.	10%
• Adjudicate student or faculty complaints, as needed.	5%
• Provide academic leadership for School.	20%
• Lead planning, budgeting, and assessment activities on a yearly basis.	15%
• Establish contacts for external funding for research and program development.	5%
• Select new faculty and monitor faculty searches.	10%
• Coordinate governance activities within the School.	10%
• Monitor School budgets and financial transactions	10%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description