



ACADEMIC DEAN JOB DESCRIPTION

POSITION DESCRIPTION:

The Academic Dean (AD) provides leadership, guidance, training and coaching to all campus Academic staff. Additionally, the Academic Dean (AD) will monitor and track that all policies and procedures related to academics are followed by AHED personnel to ensure compliance with state and federal regulators in addition to established company policies and procedures. Ideal candidates will demonstrate progressive leadership and administrative effectiveness in an academic setting, will be student retention focused, compliance oriented, and possess a strong commitment to serving student and employee needs.

The Academic Dean (AD) reports to the Campus President.

DUTIES AND RESPONSIBILITIES:

Leadership

- Participate in and demonstrate working knowledge of the appropriate hiring and selection criteria of all faculty within the school. Works with Campus President to maintain staffing levels as needed.
- Responsible for the overall training, development and coaching environment of the school faculty and academic staff, including appropriate feedback on annual performance evaluations.
- Maintain current working knowledge of state and accreditation regulations and assist with implementation and oversight of institutional policies/procedures.
- Monitor and track weekly/monthly/quarterly/annual financial aid metrics for the campus.
- Ensure all classroom courses are conducted per the academic calendar (i.e. starting and stopping on-time).
- Ensure all faculty files are created and maintained based on accreditation (institutional and programmatic) and company policy/procedure.
- Ensure community resources (i.e. guest speakers, program advisory committee meetings) are conducted per accreditation guidelines.
- Participate and assist in the execution of the schools institutional planning document.
- Generate weekly and monthly campus reports.
- Ensure all academic paperwork is processed according to company procedures to ensure completeness and accuracy of documentation collected.
- Collaborate with AHED Compliance to complete various reporting requirements (Annual



Reports, accreditation reports) and assist in federal, state, and accrediting agency audits.

- Lead, supervise and manage all aspect of academic operations.
- Perform other duties as assigned.

Student and Employee Retention

- Participate in and coordinate New Student Orientation to ensure students are welcomed and provided all necessary information related to the College.
- Monitor student retention metrics based on accreditation guidelines on a monthly basis to ensure the appropriate benchmarks are achieved weekly, monthly and/or annually.
- Ensure all faculty are following the prescribed curriculum at all times to include, but not limited to, course objectives, course content, timely grading and hands-on experiences (where applicable).
- Conduct daily student retention meetings to ensure all students are discussed who are struggling academically, attendance and attitude/skills concerns.
- Conduct weekly one-on-one meetings with each program chair to ensure course content, course textbooks, and student/staffing concerns are addressed.
- Ensure student and faculty schedules are completed timely prior to the start of courses.
- In conjunction with the other members of the academic leadership team (i.e. Program Chairs), ensure student Satisfactory Academic Progress is documented, maintained and monitored to ensure student success.



JOB REQUIREMENTS AND QUALIFICATIONS:

- Minimum of a Bachelor's Degree; Master's Degree required for ACCSC schools
 - For ACOM Accredited Schools: Master's Degree in Oriental Medicine from an ACAOM accredited college or university, licensed (or ability to become licensed) in the State of FL as an Acupuncture Physician. NCCAOM board certified herbalist. DAOM, MD, ND, DO, or DC terminal degree required.
- Minimum Five (5) years progressive experience in management or education management.
- Management/Leadership experience required.
- Experience in CampusVue preferred.
- Excellent management, organization, and communication skills required.
- Ability to perform in fast-paced environment required.
- Demonstrate an ability to mentor and develop faculty.
- Willingness to adapt and maintain a positive orientation to change and to learn new methodologies, technology, and systems.

COMPENSATION:

- Exempt Salaried position
- Compensation dependent on experience, knowledge and education level

Employee Name	Employee Signature	Date
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Supervisor Name	Supervisor Signature	Date
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