

JOB TITLE: Dean, Sciences & Mathematics

PAY GRADE: In accordance with the Educational Administrator Salary Schedule

LAST REVISED: May 1997

DEFINITION

Under administrative direction of the Vice President of Instruction, serves as a member of the District's management team as primary administrator to provide leadership in matters relating to the administration of the Science and Mathematics Division; and to do related work as required.

JOB CHARACTERISTICS

Responsibilities include the supervision and evaluation of assigned Science and Mathematics Division faculty members and classified support staff.

EXAMPLES OF FUNCTIONS AND TASKS

Program Development - ESSENTIAL:

Coordinate creation and development of new Division programs and special projects and activities; oversee development of new grants and programs by Division department managers, coordinators and staff; approve course offerings for new and/or revised programs of the Division's departments; attend meetings with staff members of other District organizational units and/or external agency/organization representatives regarding new grants and/or programs affecting the Division; contract with external agencies/organizations as necessary; prepare and/or review forms regarding new/revised Division programs and submit for approval by Executive Committee and/or Board of Trustees.

Program Administration - ESSENTIAL:

Assist Division Faculty members with issues of instruction and student learning; assure that Division faculty and support staff conform to District's collective bargaining agreements, mission, policies and procedures, and other applicable policy and regulatory requirements; coordinate staffing and equipment in Division classrooms and laboratories; consult with faculty and staff to determine appropriate maintenance schedules and repairs for laboratory and classroom equipment; determine appropriate office facilities and equipment for full-time faculty members and classified support staff; assume responsibility for Division files and other records regarding programs and services, instructional faculty, their teaching assignments and loads, program costs, and other information; conduct Division and departmental meetings as appropriate; oversee departmental program reviews and other program evaluation efforts; participate in advisory committee meetings with District instructional, and other staff members from appropriate academic and vocational areas; attend and participate in management team staff development and other activities as appropriate; supervise scheduling of Division classes and class instructors; oversee the preparation of Division changes to the District master schedule, and orders for textbooks and other supplies; approve Division requests for maintenance and repairs on facilities and equipment, and for installation, maintenance and repair of telephone and computer equipment; prepare and submit reports to the Office of Educational Programs and Services, the Board of Trustees, and external agencies as required; prepare or supervise preparation of Division correspondence, work orders, Board of Trustee meeting agenda items, and other Division written material; oversee preparation of Division and departmental annual plans to facilitate District short-term and long-range goals; prepare or assist in preparing District contracts with and/or interact with external agencies having a collegial and/or programmatic relationship with the Division and/or its specific departments; coordinate Division program activities at District extension sites with appropriate managers; attend meetings in behalf of the Division; provide assistance and information regarding Division legal matters; coordinate inter-divisional programs and activities with other divisional deans; coordinate activities with local secondary schools and other community colleges or post-secondary educational institutions as appropriate; assist students who need

substitute courses in degree or certificate requirements, and provide assistance with inquiries such as course challenges, grade changes, repetition of courses, audits, etc.; refer students to appropriate resources for assistance as needed; confer with students who have complaints about Division faculty members, or other staff. **PERIPHERAL:** On a rotational basis, with other district educational administrators, function as Evening Administrator.

Personnel Management/Supervision - ESSENTIAL:

Anticipate Division's staffing needs and take action to meet needs as feasible and appropriate; orient, train, assign, schedule and supervise Division faculty members and classified support staff members; assure that applicable Division and/or District and/or external agency regulations and policies are adhered to and applied correctly by Division staff members; interview, screen applications, participate on selection committees, and recommend candidates for hire or promotion in accordance with established District hiring processes and practices; assign substitutes for faculty as needed; supervise Division staff and office operations; assure work schedules for the Division's classified support staff maximize office coverage, conduct staff meetings on a regular basis to develop work plans/schedules and resolve issues and problems; assist Division staff and students to resolve problems effectively; assist Division staff members to solve problems, clarify issues surrounding their efforts to assist students and to understand their role and contributions to Division outputs; maintain work unit standards for service efforts and other quality control measures and facilitate improvements in quality of staff efforts; administer and supervise Division operations at District extension sites; provide direction for Division research and planning functions; supervise the faculty evaluation process and evaluate work performance of Division faculty members, classified support staff, and temporary help staff in accordance with established District policies and procedures; plan Division staff development efforts, establishing Division's staff development needs collaboratively with Division staff to specifically address staff evaluation outcomes; ensure regular Division in-service days for planning and staff development activities; assist in administration of the District's collective bargaining agreements as appropriate. **PERIPHERAL:** Develop strategies and activities to establish and further diversity as a shared vision of the Division staff.

Budgeting - ESSENTIAL:

Develop Division budget; present Division budget to the Assistant Superintendent/ Vice President, Educational Programs and/or Budget Committee and/or other review committees as necessary; administer capital outlay allocations for Division laboratory and classroom equipment; administer divisional records including inventories of equipment and supplies, maintaining supplementary accounting records for audit purposes; approve requisitions for equipment and materials; monitor budget(s) to ensure proper use of funds.

Enrollment Management - ESSENTIAL:

Participate with Division departments, instructional faculty members, and the Educational Programs and Services Council regarding enrollment management; select short-term and full-term Division classes; prepare analyses of enrollment patterns for the Division and Office of Educational Programs and Services use; review enrollment patterns for the Division's specific academic disciplines, adding or deleting classes from the schedule as appropriate based on productivity; maintain appropriate Division class sizes within academic disciplines.

Curriculum Development - ESSENTIAL:

Develop, review, revise, and evaluate curriculum to meet the needs of the students, faculty, community, business and industry, consulting with faculty members to maintain quality curriculum; design and implement curriculum for new technologies; supervise catalog revisions; stay current on laws, regulations, policies and standards affecting assigned academic program areas; assure that the Division's departmental curriculum meets established guidelines of the District, the Curriculum Committee, and the System Office of the California Community Colleges; Interface with Articulation Officer regarding articulation agreements between the District and other educational institutions as appropriate; collaborate with local secondary schools and post-secondary educational institutions regarding articulation patterns.

Student, Staff Counseling - ESSENTIAL:

Be available to students to communicate with them on academic progress, requirements and standards, their needs, opinions, fears, ideals and ideas; facilitate resolution of complaints among students, faculty, staff; assist students with issues regarding courses, grades, audits, etc.; refer students to appropriate resources for assistance.

Shared Governance - ESSENTIAL:

Participate in District shared governance activities as appropriate; participate in Deans' Council meetings; attend Board of Trustees meetings, and meetings of external agencies/organizations related to shared governance as appropriate.

Community Liaison - ESSENTIAL:

Represent the college in meetings with community, business and industry members; assist in coordination of faculty, staff, and advisory committee meetings; serve as information resource regarding Division programs and services; make presentations to community groups; maintain effective relations with local K-12 schools, other community colleges, and universities.

Special Projects - ESSENTIAL:

Participate in special projects as appropriate.

Professional Development - ESSENTIAL:

Maintain currency of knowledge in program areas of the Division; develop administrative skills and expertise through professional conferences, seminars, workshops, professional journals and other material; maintain /increase proficiency in computer usage; promote implementation of new instructional techniques and technologies; participate in staff development activities to enhance personal and professional skills and knowledge.

MINIMUM QUALIFICATIONS**Licenses/Certifications:**

A valid California driver's license, class "C" or higher.

Degrees/Experience:

A Master's degree in any subject matter field, and, one year of experience related to the duties of the position.

Knowledge of:

ESSENTIAL: Laws and regulations pertinent to the administration of instructional programs in California Community Colleges; instructional practices and techniques; curriculum development and program approval processes; personnel management practices and techniques of supervision; employment processes; collective bargaining processes; accounting and budgeting methods; data collection and report writing; computers and related equipment; safety practices.

Ability to:

ESSENTIAL: Supervise faculty and classified staff; prepare and manage budgets; evaluate work performance of faculty and staff; communicate effectively in writing; verbally communicate effectively; speak in public; read and comprehend technical and professional journals, textbooks; and other pertinent material; set priorities and establish goals and objectives; interact effectively with District faculty and staff, and the community; organize work and manage time effectively; demonstrate integrity and consistency; conduct effective meetings; effectively coordinate group work efforts; conduct research, interpret data, and report results; operate a microcomputer; stimulate motivation in the faculty, staff, and students; plan

and manage in an environment of shared governance; inspire and promote socioeconomic and cultural diversity.

Physical Suitability Requirements:

ESSENTIAL: Must be able to function in an office environment engaged in work of primarily a sedentary nature, and to accomplish the following with or without reasonable accommodation: *Almost Constantly:* Sit, to accommodate desk work, utilize vision to read printed material and computer screens; utilize hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment; utilize manual and/or finger dexterity to keyboard and/or utilize mouse to operate microcomputers and other office equipment; stand upright and forward flexing, stoop, lift (from low, level, and overhead, (maximum of 50 lbs.), carry (maximum of 50 lbs.), push and pull to move mail, packages, desks and other furniture; maintain cardio-vascular fitness to function effectively in stressful situations. *Occasionally:* Walk, to move about office and campus; utilize manual and/or finger dexterity to drive an automobile to accomplish official travel inside and outside the District.

Educational Administrator Salary Schedule

FLSA Exempt

Bargaining Unit Status

Classification III, Bloodborne Pathogens Exposure Control Program