

JOB DESCRIPTION



Position Title: Dean of Mathematics and Sciences

Department: Mathematics and Sciences **Employment Category:** Administrative Staff

Primary Location: District-wide **FLSA Classification:** Exempt

Parameters: Full-time; 12 months/year **Pay Grade:** AS20

Position Summary: The Dean of Mathematics and Sciences serves as the senior manager responsible for providing district-wide leadership, supervision, guidance and direction for instructional programs, courses, services, faculty and staff in the division which includes the disciplines of mathematics and sciences.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:
Provides leadership and administrative oversight for faculty, staff, and programs in the areas of developmental education, general education and transfer education in the disciplines of Mathematics and Sciences

Provides leadership for evaluating and ensuring quality in all aspects of instructional programs and staff, engaging faculty and staff participation in support of district-wide educational priorities, including program development, program review, curriculum and articulation initiatives, assessment of student learning outcomes and learning initiatives and preparing program needs analysis designed to identify unmet student needs and to recommend new initiatives designed to prepare students as lifelong learners

Provides day-to-day oversight of division culture to ensure a student-centered, learning-centered environment at all levels and serves as spokesperson for issues pertaining to Mathematics and Sciences providing leadership in the resolution of student issues and complaints in a timely manner, and communicating and interpreting College policies and procedures

Serves as a liaison between the division and service area constituencies in matters relating to instruction and fostering educational and economic development partnerships within local communities as appropriate, including coordination of advisory committees for program support and direction

Serves on the Academic Council and President's Council

Provides leadership in planning, developing, implementing and evaluating district-wide educational programs and services to implement the goals of a learning college, including developing and overseeing instructional budgets, class schedules, classroom and facilities utilization and coordinating programs and services with other college personnel

Performs other duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Master's degree in a related field from a regionally accredited institution of higher learning recognized by the US Department of Education

Five years college-level teaching or instructional management experience

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Preferred Qualifications:

PhD in a related field

Leadership in an institution of higher education

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of curriculum and program development

Knowledge of management practices and principles

Knowledge of instructional programming

Knowledge of student development programs and services

Knowledge of strategic planning and implementation

Knowledge of budget preparation, monitoring and administration

Knowledge of supervisory principles, practices and techniques

Knowledge of technological applications in areas of supervision

Skill in supervisory practices and techniques, including an ability to inspire others to achieve objectives

Skill analyzing data and making appropriate recommendations

Skill developing and implementing policies and procedures

Skill acting as a community liaison

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Ability to focus faculty and staff toward student learning

Ability to motivate and inspire faculty and staff across campuses

Ability to work with general education, developmental, and academic transfer programs within a diverse, multi-cultural setting serving a multi-campus environment

Ability to commit to establishing, maintaining and assessing collaborative educational and service programs

Ability to foster district-wide partnerships to promote educational quality

Work Environment: Work is primarily performed under limited supervision in an office setting with appropriate climate controls. Travel, early morning, evening, and weekend work may be required

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

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Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem solving skills are important

Reports to: Executive Dean of Academics

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.