POSITION PURPOSE

Reporting to the Dean of Instruction & Institutional Research for the supervision of the Physical Sciences, Mathematics, and Engineering Division and responsible for a teaching assignment up to 50%. The division includes departments of: Astronomy, Aviation, Chemistry, Engineering, Geology, Physics, Mathematics, Oceanography, Meteorology, Physical Science Lifelong Learning, Environmental Hazardous Materials Technology. The Division Dean is responsible to the Dean of Instruction for vision and leadership of the division.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

Depending upon assignment, duties may include, but are not limited to, the following:

Direct administration of:

1. College and divisional personnel policies and regulations.
2. Faculty assignments and teaching load with the approval of the Dean of Instruction.
3. Payroll records, such as certifying attendance of all personnel in the division, approving faculty absences from assigned classes, and arranging for substitutes in case of absence.
4. The division budget with respect to faculty requests, instructional supplies, clerical assistance, operation and maintenance of division facilities, equipment, library resources, audio-visual aids and travel.
5. The formulation and monitoring of the budget.
6. Initial screening and recommendation of candidates for all vacant faculty positions.
7. Screening for employment of candidates for all vacant classified positions.
8. All the on- and off-campus instructional programs, procedures, and regulations offered by the division, including the service and general education courses for students who’s major is in another division.
9. Division course offerings and schedule preparation with the approval of the Dean of Instruction.
10. Activities within the division in regard to exhibits, bulletins, instructional facilities (including the laboratories, study areas, etc.), relations with other divisions, and public relations.
11. Saturday and Summer instructional faculty and programs.
12. Builds an esprit de corps among the students by developing activities and awards related to the major.

Supervision of:

1. All the faculty of the division.
2. All the classified staff of the division.
3. Program Coordinators.

4. The formulation, development and revision of curricula and course outlines; presenting division proposals to the Curriculum Committee and participating in occupational advisory committees.

5. The selection of appropriate texts and other teaching materials.

Coordination of:

1. The Dean of Instruction in the evaluation of instructional personnel and in the development of recommendations for faculty appointments, tenure, promotion, non-promotion, dismissals and professional leaves.

2. The Curriculum Committee in the development, maintenance, evaluation and deletion of curriculum.

3. The Dean of Instruction and the Dean, Middlefield Campus in the assignment of facilities for division courses.

4. The counseling staff on curriculum matters.

5. The Registrar on courses and laboratory fees.

6. The Dean of Instruction & Technology in the development of new programs, Campus Abroad, Youth Programs, Honors Program, library and media collections, media instruction, and instructional support services.

7. The program directors in the accreditation process to ensure preparedness, compliance and program standards.

8. The Community Services program staff on course offerings as related to non-credit offerings.

9. Programs' advisory committee and/or program directors, in overseeing the goals of the programs.

10. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Quality principles of trust, teamwork and collaboration.

2. Principles and practices of high education organizations and structures.

3. Principles and practices, management and supervision.


5. Concepts and principles of student learning.

6. Challenges unique to community college teaching.

7. Intellectual and pragmatic demands and concerns of the various disciplines.

8. Basic issues and problems related to promoting and maintaining professional harmony between disciplines.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Implement concepts of shared governance.

3. Develop and implement strategic planning process.

4. Communicate effectively orally and in writing.

5. Work effectively with diverse students, staff, faculty and administrators individually and as team members.

6. Interpret and apply rules, regulations, policies and procedures.

7. Represent and promote the interests of the division in the administration of the college and the district.

8. Provide leadership to a diverse group of faculty and staff.

9. Control difficult and sensitive issues and problems and resolve conflicts.

10. Represent the division in an administrative capacity in the District and the community.

11. Promote and facilitate growth and improvement in programs and curriculum.

12. Train, assign, supervise, evaluate and develop staff.

Experience: 1. Required experience includes:

a. One year of administrative experience, formal training, internship or leadership in an area related to physical Sciences, mathematics and engineering and including the following:

   • Supervising or coordinating academic or vocational programs.

   • Promoting and maintaining professional harmony between academic and vocational disciplines.

   • Preparation and presentation of oral and written reports.

b. One year of experience teaching in physical science, Mathematics, and engineering, or a related field.

2. Desired experience and qualifications include:

a. Strong organizational and leadership skills.

b. Experience with finances and personnel management.

c. Experience working with people in a shared governance context.

d. Two years' experience as an administrator in an educational environment.
e. Understanding of public relations and fundraising as they relate to college programs.

f. College teaching and experience preferred.

g. Good interpersonal communication.

h. Vision and creativity in a cooperative environment.

i. Willingness to learn new technology.

Education: 1. Master's Degree from an accredited institution in a discipline within or related to Physical Science, Mathematics and Engineering required.

Date Approved: Revised September 1995
Range: J
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