



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DEAN OF SCIENCE, MATHEMATICS & TECHNOLOGY

An Administrative Position

Grade AD

A. General Statement

The Dean of Science, Mathematics and Technology is responsible to the Vice President of Instruction for administration of the division, including the disciplines of Biological Sciences, Physical Sciences, Earth Sciences, Mathematics, Telecommunications, Computer Science, and Health Sciences.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. provide leadership, management, and development for the division's day, evening, and weekend programs in the academic year and in the summer;
2. oversee hiring of faculty and classified staff for the division; recommend personnel actions to the appropriate Vice President; supervise faculty and classified staff and oversee their evaluation;
3. organize and supervise the operation of the division office;
4. in collaboration with faculty, identify program needs and encourage the development of curriculum; support a variety of methods of instruction, including computer-assisted instruction and distance learning;
5. in collaboration with appropriate college staff and faculty, ensure course and program articulations are kept current;
6. develop and administer the division budget;
7. with faculty and staff, and in collaboration with other instructional administrators, coordinate the preparation of division class schedules, catalogs, brochures and other printed materials;
8. facilitate grant applications for the division, manage new and existing grants, and prepare required reports;
9. serve as liaison with other college divisions and services, advisory committees, individual students and student groups, and appropriate off-campus groups;
10. serve as an active member of the College administrative team to address college-wide issues, concerns, and planning, including facilities restructuring and development; serve on College and District committees, as assigned;
11. organize and lead the annual division planning and budgeting process in concert with college goals; provide leadership for departmental program reviews;
12. provide leadership in staff and faculty development, including division meetings and retreats; and
13. perform other duties as assigned by the Vice President.

C. Requirements

1. Possession of a Master's degree in one of the disciplines taught in the Science, Mathematics & Technologies Division, OR possession of a California Community College Supervisor Credential, OR the equivalent.
2. One year of formal training, internship, or leadership experience reasonably related to the managerial assignment
3. Ability to communicate effectively and constructively with persons of diverse cultures, language groups, and abilities. Demonstrated sensitivity to and ability to work with the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities.

D. Physical/Other Requirements

This classification requires data comparison, analysis and interpretation; conceptualization; oral communication with small and large groups; persuasive communication; negotiation; confrontation; conflict resolution; coordinating work performed by others; tact, sensitivity, patience; flexibility and adaptability; good memory; attention to details; and prioritization in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Successful teaching experience in a discipline that is taught in the Science, Mathematics and Technology Division
2. Evidence of ability to provide leadership for all aspects of the division
3. Evidence of involvement, initiative, and leadership in instructional activities
4. Ability to develop, organize, and coordinate diverse instructional programs to achieve college and division goals
5. Ability to elicit and bring focus to recommendations from division faculty and staff, and ability to represent effectively the division and its goals at college and district levels
6. Ability to facilitate the development and administration of faculty and staff hiring, curriculum, budget, staff development, and performance evaluation
7. Ability to manage the Division office and other support services to assist faculty, staff and students;
8. Demonstrated ability to communicate effectively with district and college administrators, faculty, staff, students, and the public
9. Awareness of and commitment to the goals of shared governance
10. Evidence of organizational skills that enable performance of duties in a timely fashion with attention to detail
11. Commitment to support, develop, and implement instructional programs related to Basic Skills initiatives
12. Familiarity with and willingness to use or to encourage the use of computer-based technology for management of the division and for instructional purposes
13. Experience in or willingness to support, develop, implement and assess outcomes of programs that lead to the success of all students, including underrepresented groups in math, science, and engineering
14. Experience in articulating curriculum and programs with both university and high school faculty
15. Successful experience in grant writing and management
16. Demonstrated ability to form and maintain community and industry partnerships
17. Ability to work collaboratively with faculty, staff and administration to plan and implement facilities modifications
18. Commitment to programs that encourage pre-collegiate students to pursue education in science, mathematics and technology