

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Dean, Science, Technology, Engineering and Mathematics	Management Team Educational Administrator	Range: 14.5 DEAN II Days: 224

JOB DESCRIPTION:

Under general direction, has principal administrative responsibility for the instructional programs and departments under his or her supervision: Applied Technology, Chemistry, Earth & Space Science, Electronics, Engineering/Physics, Life Sciences, Mathematics, MESA Grant and other assigned and related departments. Additionally, the Dean functions as the primary contact with department chairs, directors, or coordinators with regard to budget, curriculum, schedule, program development and staffing issues. Initiates, coordinates, and/or supervises major educational initiatives related to the liberal arts and sciences and to vocational programs, such as developmental education, student learning outcomes, and others as identified.

SCOPE:

The Dean, Science, Technology, Engineering and Mathematics, contributes to the development of policies and procedures pertaining to the instructional program of the District and under the general direction of the Dean, Liberal Arts and Sciences, has responsibility for interpretation and implementation of these policies and procedures, including the selection and evaluation of faculty and classified staff, curriculum development, scheduling of classes, and program development and monitoring.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Participates in educational planning and policy development in conjunction with the other academic deans.
2. Serves as primary contact with assigned department chairs, directors and coordinators.
3. Works with assigned departments/programs on curriculum development and review.
4. Works with assigned departments on short and long-term program planning, review and evaluation.
5. Supervises the development of the schedule of classes for his/her cluster, monitors enrollments and faculty loads.
6. Assists with recruitment, selection, and evaluation of faculty and staff.
7. Evaluates department chairs within the cluster.
8. In consultation with departments within the cluster, prepares and monitors program budget.
9. Receives, reviews and facilitates resolution for student, faculty or staff complaints.
10. Serves on standing and ad hoc committees as required.

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11. Prepares reports as needed for presentation to the Board of Trustees.
12. Represents the District in local, regional and state-wide instructional meetings and committees.
13. Performs other duties as assigned by the Dean, Liberal Arts and Sciences.

KNOWLEDGE OF:

1. Community college curriculum and the promotion and development of instructional programs.
2. Instructional pedagogy.
3. Learning theory and student characteristics.
4. Equal Opportunity Employment, hiring, and evaluation procedures; local, state, and federal employment regulations.
5. Student services programs.
6. Budget processes.
7. Interpreting and enforcing faculty and classified collective bargaining contracts.
8. Legal and regulatory climate in California community colleges.
9. Program review and evaluation processes.

ABILITY TO:

1. Plan and organize large, complex tasks; supervise the work of staff members.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
4. Communicate clearly, both orally and in writing.
5. Advocate for the District's programs and services.
6. Demonstrate sensitivity to, and respect for, a diverse population.

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QUALIFICATIONS:

Education:

Master's Degree required or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment.

Preferred Qualifications:

Familiarity with the California Education Code.

SUPERVISION RECEIVED:

The Dean, Science, Technology, Engineering and Mathematics reports to the Dean, Liberal Arts and Sciences.

SUPERVISION EXERCISED:

Under the general direction of the Dean, Liberal Arts and Sciences provides primary supervision for the Science and Applied Technology cluster.

The Dean supervises faculty, classified support staff, STNC's and student employees.

Board Approved: July 16, 2008