

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
DEAN/MATHEMATICS AND SCIENCES**

**GENERAL RESPONSIBILITIES**

Under the direction of the Vice President of Academic Affairs, the Dean of Mathematics and Sciences is responsible for planning, organizing and supervising all aspects of the Division including delivery, staffing, administrative support, supervision and evaluation of division programs and support staff; as well as student enrollment, progress, evaluation and discipline.

**SPECIFIC RESPONSIBILITIES**

**DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS**

Provides direction and support to faculty in the development of comprehensive Math and Science programs and provides oversight of the Intercollegiate Athletic Program. Fosters collaboration among disciplines and faculty. Attends the College Curriculum and Instruction Council meetings and may serve on the District Curriculum and Instruction Council.

Reviews Division curriculum development proposals, course outlines, program changes, textbook recommendations, plans and proposals for special events, field trip requests, credit by examination requests, and program requirement waivers.

Reviews all Division programs and events for compliance with applicable State and Federal laws; regulations and guidelines; and, District policies and procedures. Demonstrates responsiveness to the needs of a culturally diverse community.

**PERSONNEL**

Recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, and evaluation of work. Mediates grievances of all division personnel. Responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the Division. Provides direction and assistance wherever a need for improvement is identified.

**STUDENTS**

Responsible for the discipline of students enrolled in Division courses. Addresses grievances and resolves student problems and complaints.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
DEAN/MATHEMATICS AND SCIENCES (continued)**

**SPECIFIC RESPONSIBILITIES**

**BUDGET/FUNDING/PAYROLL**

Develop and manage the Division budget consistent with District policy and sound financial management principles.

**PLANNING**

Responsible for evaluating proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment, and materials. Monitors enrollment and makes appropriate adjustments according to enrollment demand.

**COMMUNITY CONTACT/REPRESENTATION**

Must be a highly visible educational leader seeking positions of significant leadership in community institutions, support organizations, committees and State Boards. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs and establish advisory committees as appropriate.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Significant responsibility for participating on College and District committees and task forces. Performs other duties and special projects as assigned.

**ESSENTIAL FUNCTIONS**

Supervise all aspects of the planning, funding, coordinating, staffing, delivery, and evaluation of programs in the Division. Supervise the performance of all personnel functions for assigned staff. Use enrollment management tools and data for decision making. Utilize the District integrated information system, Datatel, to facilitate organizational and management practices as they apply to the analysis and evaluation of programs and operational practices. Work with Department Chairs to monitor student learning outcomes and assessment activities at the program and course levels; apply knowledge of accreditation standards of the Accrediting Commission for Community and Junior Colleges and the Western Association of Schools and Colleges, or similar accreditation group; and demonstrate knowledge of and oversee online learning that includes course management systems such as Blackboard. Apply current complex principles and practices of instructional program development and administration; principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation; and pertinent federal, state, and local laws, codes and regulations including the Education Code.

**JOB DESCRIPTION**  
**DEAN/MATHEMATICS AND SCIENCES (continued)**

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Must possess a Master's degree and at least one year of formal training, internship or leadership experience reasonably related to this administrative assignment.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Required Skills:** Ability to prevent and resolve professional and personal conflicts and problems; evaluate instructional content and strategies; analyze and apply laws, rules and regulations involving programs, staff and students; and articulate Division and District plans, goals, programs and requirements at the District, community, state and national levels.