

TITLE: Dean, Science, Technology, Engineering, Agriculture, and Mathematics

CLASSIFICATION: Management Team – Educational Administrator

SALARY RANGE: 34

SCOPE OF POSITION:

Under the general direction of the Vice President – Academic Affairs/Assistant Superintendent, plan, organize, and direct District-wide instructional operations, activities, programs, and services of the Science, Technology, Engineering, Agriculture, and Mathematics (STEAM) cluster and Shone Farm. Coordinate and direct communications, educational planning activities, program development functions, courses, curriculum, and grants, to meet District and student needs to enhance the educational effectiveness of assigned instructional subject areas; supervise and evaluate the performance of assigned faculty and staff; provide support and oversight of finances, regulations, and operations of Shone Farm; collaborate with external organizations to advance the educational objectives of the District.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plan, organize, and, direct District-wide instructional operations, activities, programs and services of Shone Farm, and the degree and certificate programs of Agriculture and Natural Resources, Biological Sciences, Chemistry and Physics, Earth and Space Sciences, Engineering and Applied Technology, and Mathematics; establish and maintain timelines and priorities; ensure that related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies and procedures.
2. Support and maintain the instructional programs and finances of Shone Farm as a laboratory and resource for the District and community.
3. Collaborate with faculty on curriculum development and review, including the development and assessment of Student Learning Outcomes (SLOs).
4. Develop schedule of classes and monitor enrollments and faculty loads; monitor, analyze and adjust courses in response to student needs; recommend course amendments and curriculum changes.
5. Coordinate and direct educational planning activities, program development functions, courses, curriculum and information to meet District and student needs and enhance the educational effectiveness of assigned instructional subject areas; direct the development and implementation of programs, services, plans, strategies, processes, projects, courses, goals and objectives; develop the Program and Resource Planning Process (PRPP) report for program review and resource planning and prioritization.
6. Supervise and evaluate the performance of assigned staff; participate on evaluation teams for assigned faculty; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate faculty and staff work assignments and schedules and review work to assure compliance with established standards, requirements and procedures.
7. Administer and monitor instructional programs and courses to ensure compliance with established curriculum standards and requirements; direct and participate in the development, analysis, implementation and enhancement of curriculum standards; coordinate activities and professional development functions to enhance faculty understanding of curriculum standards and requirements, instructional strategies and related materials.

KEY DUTIES AND RESPONSIBILITIES – Continued

8. Coordinate and direct communications, programs, services, activities and information between administrators, faculty, personnel, businesses, educational institutions, outside organizations, students, the public and various local, State and federal agencies; receive, review, facilitate and assure proper and timely resolution of student, staff, faculty, administrative, department and program issues, complaints and conflicts.
9. Provide consultation and technical expertise to students, staff, faculty, and others concerning STEAM operations and activities; respond to inquiries and provide detailed and technical information concerning assigned programs, departments, services, curriculum, courses and related standards, requirements, practices, schedules, strategies, plans, goals, laws, codes, regulations, policies and procedures.
10. Develop, prepare, and maintain the budget for the instructional operations, activities, departments and programs of assigned instructional areas and operations of Shone Farm; analyze and review budgetary and financial data; authorize expenditures and conference requests in accordance with established limitations; participate in the preparation of external grant proposals for submission to federal granting agencies; manage multiple funding and revenue streams.
11. Provide technical information and assistance to the Vice President of Academic Affairs regarding instructional services, farm operations, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.
12. Collaborate with the Shone Farm Foundation Board to ensure that the Shone Farm Winery is operated in accordance with established policies and governmental regulations; supervise the management of the Shone Farm Winery, vineyard, orchards, and all site buildings and facilities; manage the rental of Shone Farm facilities to off-campus groups and organizations; work with vineyard contractor and the purchasing department in negotiating winery contracts.
13. Collaborate with external partners and the SRJC Foundation to support and enhance educational resources to the benefit of the District and students.
14. Participate on industry advisory committees across multiple disciplines to align goals of local employers with educational programming in STEAM.
15. Provide oversight and support to the Mathematics, Engineering, Science Achievement (MESA) program, District's HSI STEM grant or related initiatives, implement federal grants, and coordinate student equity programs, as applicable, to STEAM programs.

KNOWLEDGE OF:

1. Applicable laws, codes, regulations, policies and procedures and local, State and Federal employment codes, laws and regulations.
2. Principles of facility maintenance and planning including the management of agricultural production, agricultural processing, and wine production facilities.
3. Instructional technology, instructional equipment, and instructional facilities for students in STEAM disciplines.
4. Hiring and evaluation procedures, and local, State, and Federal employment laws and regulations.
5. Preparation of grant proposals, contract and subcontracts.
6. Interpreting and enforcing faculty and classified bargaining contracts.
7. Program review and evaluation processes.
8. Curriculum and program development.
9. Accreditation standards and State-wide initiatives.

KNOWLEDGE OF – Continued

10. Budget preparation and control.
11. Oral and written communication skills.
12. Principles and practices of administration, supervision and training.
13. Educational trends, accreditation standards, and state initiatives and federal grant programs.
14. Board policies and procedures.
15. Early college credit rules and regulations

ABILITY TO:

1. Lead and implement strategic planning.
2. Plan, organize, control and direct a wide variety of academic programs.
3. Provide subject matter expertise across the various science and agricultural disciplines.
4. Build an effective class schedule to meet student needs.
5. Work in an atmosphere of collegial decision-making demonstrating consensus building and facilitation skills.
6. Advocate for the District's instructional programs and services.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Create faculty development opportunities.
9. Establish and maintain cooperative and effective working relationships with others.
10. Direct the maintenance of a variety of reports, records and files related to assigned activities.
11. Effectively train, supervise and evaluate assigned staff.
12. Ability to work effectively and harmoniously with colleagues in an environment that promotes IDEAA, innovation, teaching, learning, and service to a diverse student population, including the ability to develop culturally responsive student programs and student equity initiatives.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Master's Degree 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.