



Position Title: Dean of the School of Science
Reports To: Campus President, North Campus
Department: Academic Affairs
Prepared By/Date: Martha Arrieta/02/08/2011
Approved By/Date: Rolando Montoya/03/01/2011
Revised:

Job Code: 0804-00E
Job Group: PEC
Salary Grade: 20
FLSA Status: Exempt

Summary:

The Dean of the School of Science provides academic leadership for the science disciplines college-wide and externally. The Dean is responsible for the vision, development, advancement, and review of science programs and oversees learning and program outcomes assessment. The Dean works collaboratively with the Deans of Academic Affairs and other administrators to advance the discipline and develop innovative, quality academic programs and effective student success initiatives. This individual serves as an integral member of the North Campus leadership team and the College's.

Essential Duties and Responsibilities:

- Promotes the professional development of faculty and staff
- Facilitates the development, review, and revision of science curriculum and assures its quality and relevancy
- Serves as an influential institutional spokesperson for the science disciplines at the local, regional, national, and international levels
- Develops partnerships with external educational and professional entities as well as business, industry, and the community at large
- Articulates with secondary and post-secondary educational institutions
- Ensures active advisory committees to meet workforce development needs
- Initiates grant development and ensures implementation and compliance
- Organizes conferences, speaker series, symposia, etc. to promote the discipline
- Generates discipline reports and oversees program review
- Oversees the development of learning and program outcomes, assessments, and measures specific to the science disciplines
- Coordinates the development of laboratory and academic support standards for the science disciplines
- Collaborates with the academic dean in the selection, hiring, and other personnel actions associated with science disciplines
- Collaborates with student services in the advising, retention, transition, and career placements of science students
- Promotes an environment supportive of the College mission and vision, student-centered services and teaching excellence
- Exercises fiscal responsibility over the resources allocated to the science deanship
- Participates in the development and implementation of relevant College policies, procedures, and guidelines
- Participates in developing and implementing college-wide and campus initiatives
- Monitors compliance with state, regional and specialized accreditation standards
- Works with Campus Presidents, deans and other staff to assure college-wide institutional needs in science are met
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of higher education philosophy and administrative practices and procedures
- Knowledge of science curricula and instructional programs
- Knowledge of the goals, objectives, structure and operations of the science disciplines at secondary and post-secondary educational institutions
- Knowledge and skill in effective verbal and written communication
- Knowledge of technological systems as they apply to instructional, administrative, and workplace needs
- Strategic planning skills to effect change in a complex multi-campus environment
- Skill in employee development and performance management
- Strong leadership skills that promote dedication, collegiality, creativity, innovation and growth
- Ability to develop and interpret financial data/plans and manage resources
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines
- Ability to work effectively in a multi-ethnic/multi-cultural environment with students, faculty and staff
- Interpersonal skills to effectively relate to internal and external individuals and organizations

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, work is normally performed in a typical interior/office work environment with moderate noise.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No or very limited physical effort required and no or very limited exposure to physical risk.

Essential Personnel:

This function/position has been designated as "essential." This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Doctorate in discipline and seven (7) years of senior level experience in higher education or equivalent relevant managerial skills and demonstrated leadership and creative accomplishments in the science disciplines at an institution of higher learning or related industry.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name