

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Management Class Specification

DEAN, SCIENCE AND MATHEMATICS

Chabot College

MANAGEMENT RESPONSIBILITY

The Dean is a management position designated by the Board of Trustees of the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy, District and College procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District and College policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on College- and District-wide committees.

GENERAL DESCRIPTION

Under general direction of the Vice-President of Academic Services and through the process of shared governance, the Dean will administer the College program in the assigned instructional division. The incumbent will develop, direct, manage, and evaluate the curriculum and instruction, including the faculty and other personnel, and the facilities comprising that division. The division includes such disciplines as Astronomy, Biological Sciences, Chemistry, Engineering, Geology, Mathematics, Physical Science, and Physics.

DUTIES AND RESPONSIBILITIES

The Dean shall:

1. develop, direct, supervise, evaluate, and provide leadership to the total instructional program and operations of the assigned instructional division with the assistance of the division faculty;
 - a. participate in the selection of full-time faculty, adjunct faculty, and classified personnel;
 - b. direct, supervise, and evaluate full-time and adjunct faculty and classified personnel;
 - c. provide substitute instructors as appropriate;
 - d. approve faculty recommendations on textbooks and instructional materials;

- e. review and approve faculty requests for such matters as conferences, field trips, and leaves of absence;
 - f. prepare the class schedule and faculty assignments across the schedule: day, evening, Saturday, weekend, summer and other components;
2. promote and maintain high standards of instruction;
 - a. assist instructors in the improvement of their instruction;
 - b. assist in providing orientation and staff development activities;
 - c. promote the development and use of a variety of learning resources; maintain liaison with LRC faculty regarding the collection and use of books, periodicals, and audiovisual resource materials;
3. provide leadership and assistance to the faculty in curriculum development;
 - a. review and prepare annual catalog changes;
 - b. evaluate present curriculum and course with the faculty and prepare recommended proposals for Curriculum Committee consideration;
 - c. prepare, recommend, and update course outlines for each course offering; assist instructors in following approved course outlines in their teaching;
 - d. provide leadership for program improvement;
4. develop and supervise instruction occurring across the schedule; in collaboration with the Office of Academic Services, establish liaison with adjunct faculty members and relate them to appropriate division activities;
5. provide leadership in institutional planning;
6. provide leadership for program review;
7. provide leadership for enrollment management in the division, including improvement of WSCH/FTE, fill rates and FTES generation;
8. provide leadership to citizens' technical/vocational advisory committee;
9. develop and recommend the annual division budget, and oversee mechanisms for budget controls; prepare requisitions for supplies and equipment;

10. collaborate with appropriate administrators in the development and implementation of Contract Education offerings and Community and Continuing Education offerings;
11. participate in appropriate accreditation activities;
12. promote appropriate articulation with both local high schools and four-year institutions in collaboration with appropriate staff;
13. assist students with advisement on particular majors, employment opportunities, and on issues which may arise regarding grading and other instructional matters;
14. arrange for and supervise the safe use and security of facilities and equipment;
15. establish and maintain liaison, as appropriate, with other college offices and community agencies which provide resources to the Division and assistance to students; maintain liaison with the bookstore; encourage instructors to maintain liaison with counselors and other members of the Student Personnel Office;
16. collaborate with college and district personnel responsible for marketing of college programs and services to ensure appropriate publicity for all division programs and offerings;
17. provide basic data and assist in the initiation and development of applications for special funding; seek new sources of funding; administer grant projects related to the Division;
18. be responsible for the supervision of college operations at assigned times, including occasional service as administrator for the college in the evening or on Saturday or Sunday;
19. perform all other related and implied management duties and such others as may be assigned by the Vice President of Academic Services and the President.

MINIMUM QUALIFICATIONS

Meet minimum qualifications for instruction in a program offered by the College.

Education: Master's degree or equivalent.

Experience: Teaching and/or administrative experience preferred.

APPOINTMENT

The Dean shall be elected by the Governing Board upon the nomination of the College President and District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

Adopted by the Board of Trustees 4/7/98

Revised 2/17/09

Board Designation: Administrative

Approved by the Board of Trustees on April 7, 1998

Effective: April 8, 1998

Revised: February 17, 2009 (change in title and responsibilities)

Presented to the Board of Trustees: February 17, 2009

Job Family: Administrative