



**DIVISION DEAN, PHYSICAL SCIENCES, MATHEMATICS AND ENGINEERING – DE ANZA COLLEGE**

**DEPARTMENT:**

**COLLEGE:** De Anza

**SALARY GRADE:** [A2/A3 - K](#)

**POSITION PURPOSE:**

Reporting to the Vice President of Instruction, this position may include up to 25% teaching duties in the individual's credentialed teaching discipline. The division consists of the following departments: Astronomy, Chemistry, Engineering, Geology, Mathematics, Meteorology, Physics, Quality Assurance, and Hazardous Materials Technology.

**NATURE and SCOPE:**

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

Leadership:

1. To serve as a catalytic force in formulating, and implementing divisional goals and objectives as per the division's and college's master plan.
2. To provide vision and follow-through in meeting the educational needs of the community.
3. To provide an environment which fuses the divisional staff into a viable working force.
4. To maintain a close working relationship with the staff.
5. To be receptive to ideas and ready to introduce new ones.

Administrative:

1. To organize and coordinate all divisional programs (day and evening, on and off campus, day, evening, and Saturday).
2. To prepare class schedules including summer.
3. To make operational decisions within the parameters prescribed for the position.
4. To act as a liaison between the staff and administration.
5. To prepare, edit, justify the division budget and provide for the internal allocation, and regulation of funds through requisitions and internal adjustment of funds.
6. To supervise clerical and secretarial staff.
7. To coordinate and conduct divisional functions including regular division meetings.
8. To supervise certificated staff, certify attendance of all personnel, recommend requests for faculty absences from primary responsibilities, and arrange for substitutes.
9. To advise the staff about college and divisional procedures and regulations.

10. To coordinate counseling services with the division.
11. To involve the staff in the decision-making process

Curriculum and Instruction:

1. To review curriculum trends, identify its implications upon the division's goals and objectives, and implement a plan for action.
2. To develop and revise curriculum and interface it with other divisions.
3. To articulate with high schools and other colleges.
4. To engage in program development pertinent to student and community needs and consistent with master plan goals.

Staff:

1. To recruit, interview and recommend candidates with the assistance of staff members.
2. To evaluate certificated staff and classified staff and make recommendations for promotion, tenure, permanent employment, professional recognition, or dismissal.
3. To promote staff personnel relations.
4. To provide for the orienting of new staff to the division.
5. To develop with the Vice President of Instruction a program of staff development for the division.
6. To participate in staff development programs designed for Division Deans and seek ways for continued planned professional growth.

Relations with Community:

1. To develop and maintain a close relationship with the community through advisory committees, etc.
2. To be visible and accessible to the community and sensitive to its educational needs.

Other Duties:

1. To serve as a member of the Division Deans' Council, the Curriculum and Policy Committee and Advisory Committees as appropriate.
2. Performs other related duties as assigned by the President or his/her designee.

**EMPLOYMENT STANDARDS**

**Knowledge:**

1. Program develop and curriculum experience.
2. Background in diversity issues.

**Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

2. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Strong supervisory skills.
4. Public speaking, problem solving, and interpersonal.
5. Proven leadership and management.

**Education and Experience:**

1. Master's degree from an accredited institution in a discipline within or related to the division or the equivalent.
2. One year of administrative experience, formal training, internship, or leadership in an related area.

**Preferred Qualifications:**

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved:

Ed Code: H-10

Creditable Service: STRS