



**DIVISION DEAN, PHYSICAL SCIENCES, MATHEMATICS AND ENGINEERING – FOOTHILL COLLEGE**

**DEPARTMENT:**

**COLLEGE:** Foothill

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

**POSITION PURPOSE:**

Reporting to the Vice President of Instruction & Institutional Research the position is responsible for the supervision of the Physical Sciences, Mathematics, and Engineering (PSME) Division. The division includes departments of: Astronomy, Chemistry, Computer Science, Computer Networking, Engineering, Physics, and Mathematics.

**NATURE and SCOPE:**

The position supervises the following personnel: Division Administrative Assistant, Instructional Computer Laboratory Administrators, Math Center Assistants, PSME Supplemental Instructor, and full-time and part-time faculty.

The Division Dean is responsible to the Vice President of Instruction and Institutional Research for the vision and leadership of the division.

**KEY DUTIES and RESPONSIBILITIES:**

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

Direct administration of:

1. College and divisional personnel policies and regulations.
2. Curricular leadership in emerging technologies.
3. Faculty assignments and teaching load.
4. Payroll records, such as certifying attendance of all personnel in the division, approving faculty absences from assigned classes, and arranging for substitutes in case of absence.
5. The division budget with respect to faculty requests, instructional supplies, clerical assistance, operation and maintenance of division facilities, equipment, library resources, audio-visual aids and travel.
6. The formulation and monitoring of the budget.
7. All the on- and off-campus instructional programs, procedures, and regulations offered by the division, including the service and general education courses for students regardless of major.
8. Division course offerings and schedule preparation.
9. Activities within the division in regard to exhibits, bulletins, instructional facilities (including the laboratories, study areas, etc.), relations with other divisions, and public relations.
10. PSME Center operation, scheduling and staffing.
11. Builds an esprit de corps among the students by developing activities and awards related to the major.

12. Works with neighboring universities such as Stanford and San Jose State to provide and support student internships.
13. Oversees advanced computer science and networks laboratory.
14. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
15. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

Supervision of:

1. All the faculty of the division.
2. All the classified staff of the division.
3. Program Coordinators and their student employees.
4. Temporary assignments including graduate students.
5. The formulation, development and revision of curricula and course outlines; presenting division proposals to the Curriculum Committee and participating in occupational advisory committees.
6. Evaluation of instructional personnel and the development of recommendations for faculty appointments, tenure, promotion, non-promotion, dismissals and professional leaves.

Coordination of:

1. The Curriculum Committee in the development, maintenance, evaluation and deletion of curriculum.
2. The counseling staff on curriculum matters.
3. The Admissions and Records on courses and laboratory fees.
4. The program staff on course offerings as related to non-credit offerings.
5. Programs' advisory committee and/or program directors, in overseeing the goals of the programs.
6. Performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

Knowledge:

1. Quality principles of trust, teamwork and collaboration.
2. Principles and practices of high education organizations and structures.
3. Principles and practices, management and supervision.
4. Mission and goals of community colleges.
5. Concepts and principles of student learning.
6. Challenges unique to community college teaching.
7. Intellectual and pragmatic demands and concerns of the various disciplines.
8. Basic issues and problems related to promoting and maintaining professional harmony between disciplines.

**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. Implement concepts of shared governance.
3. Develop and implement strategic planning process.
4. Communicate effectively orally and in writing.
5. Work effectively with diverse students, staff, faculty and administrators individually and as team members.
6. Interpret and apply rules, regulations, policies and procedures.
7. Represent and promote the interests of the division in the administration of the college and the district.
8. Provide leadership to a diverse group of faculty and staff.
9. Control difficult and sensitive issues and problems and resolve conflicts.
10. Represent the division in an administrative capacity in the District and the community.
11. Promote and facilitate growth and improvement in programs and curriculum.
12. Train, assign, supervise, evaluate and develop staff.

**Education and Experience:**

1. Master's degree from an accredited institution
2. One (1) year of administrative experience, formal training, Internship or leadership

**Preferred Qualifications:**

1. Experience in a discipline or area related physical sciences, mathematics or engineering, or any other discipline in the PSME division.
2. Experience with supervising or coordinating academic and vocational programs; Promoting and maintaining professional harmony between academic and vocational disciplines.
3. Preparation of oral and written reports.
4. Grant writing and administration of grants.
5. Strong organizational and leadership skills.
6. Experience with finances and personnel management.
7. Experience working with people in a shared governance context.
8. Two (2) years of experience as an administrator in an educational environment.
9. Understanding of public relations and fundraising as they relate to college programs.
10. College teaching and experience.
11. Good interpersonal communication.
12. Vision and creativity in a cooperative environment.
13. Willingness to learn new technology.

**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 Revised: September 1995; August 2011; April 2014; November 2014

Ed Code: H-10

Creditable Service: STRS