



DIRECTOR, STEM SUCCESS PROGRAM

DEPARTMENT: Physical Sciences, Mathematics and Engineering

COLLEGE: De Anza

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

POSITION PURPOSE:

Reporting to the Division Dean of Physical Science, Mathematics and Engineering, provides leadership to encourage success and improve equity for students in developmental level STEM courses. The primary responsibilities of STEM Success Program Director include, but are not limited to, 1) planning, developing and integrating new and existing STEM support services and activities designed to facilitate the success of students in developmental STEM classes, 2) ensure equitable opportunities for academic success and retention, and 3) promote student interest and engagement in STEM disciplines and careers.

NATURE and SCOPE:

The STEM Success Program Director will work closely with a very wide range of campus and community stakeholders. The Director will provide leadership in developing an effective, integrated approach for supporting students in developmental STEM classes. The Director will:

- Work toward the goals of improving overall student success in STEM disciplines and enhancing the recruitment and success rate of traditionally underrepresented students.
- Work with existing programs such as Math Performance Success (MPS), Statway, and learning communities with a STEM component.
- Provide leadership in the improvement, expansion, and extension of STEM success programs.
- Work closely with STEM faculty in the biological and health sciences, physical sciences, math, and engineering, computer science, and applied technologies and with supporting services in counseling, advising, equity, tutorial and mentoring, institutional research, and assessment, and with community and industry representatives in order to achieve planned goals.

KEY DUTIES and RESPONSIBILITIES:

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

1. **Ensure effective recruitment in STEM programs and activities.** Work with counselors, advisors, and discipline faculty to identify students best served by STEM programs such as Math Performance Success (MPS) and Statway. Participate in outreach activities that increase awareness and participation in such programs. Develop and implement a plan to increase the recruitment of women and other traditionally underrepresented groups to STEM disciplines.
2. **Ensure effective and efficient scheduling and registration process for STEM Success Programs.** Develop and carry out efficient enrollment, scheduling and processes for MPS, Statway, and other special STEM support programs. Follow-up with students to ensure they are registered and have applied for available financial aid. Publish and disseminate yearly scheduling and registration plans.
3. **Create and disseminate STEM Program advising and recruiting materials that facilitate connections between students to campus services.** Publish online guide to MPS, Statway, and other STEM support programs.
4. **Manage efficient, effective, and sustainable tutorial support for MPS, Statway, and other special STEM programs.** Work with faculty for recruitment of appropriate tutors, arrange effective tutor scheduling, provide suitable tutoring areas, and work with campus tutorial services to ensure appropriate tutor training and payroll processing. Assist with ASB tutorial funding request preparation and presentation.

5. **Improve and Expand STEM Success Programs**
 1. Assist in developing plans for the sustainable enhancement and expansion of existing programs.
 2. Assist in developing a sustainable plan for expanding STEM Success Support to non-mathematics STEM areas, including science and learning communities.
 3. Research additional successful STEM oriented cohort programs such as MESA and make recommendations for their possible implementation.

6. **Coordinate with Other Stakeholders involved in Student Success and Equity**
 1. Coordinate with:
 - A. Tutorial and Mentoring programs
 - B. Counseling and Advising
 - C. Office of Equity, Social Justice and Multicultural Education
 - D. Financial Aid
 - E. Learning Community programs
 - F. Office of Assessment
 - G. Disability Support Services
 - H. Discipline faculty
 2. Provide leadership, including professional development opportunities, that encourage and support STEM faculty in their success and equity efforts
 3. Work in conjunction with College Outreach to develop partnerships with High School that enhance STEM preparedness and improve equity goal attainment

7. **Provide leadership in involving community and industry stakeholders**

8. **Assess and Report Program Effectiveness**
 1. Conduct research, evaluate, and report program effectiveness in increasing STEM success rates and attaining equity goals.
 2. Provide regular reports, including student learning outcomes, program review, equity planning, and other campus assessment activities.

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. Demonstrate 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.
3. Plan, organize and coordinate a variety of initiatives, projects, and activities related to the day-to-day operation of STEM support services.
4. Demonstrate effective leadership in coordinating a diverse range of college partners involved in STEM success and equity efforts.
5. Analyze and evaluate data for specific use.
6. Interpret and apply rules, regulations, policies and procedures.
7. Prioritize workload and conflicting demands, and complete duties in a timely fashion.
8. Effectively work in a demanding environment.
9. Effectively communicate orally and in writing, with a variety of student, staff and management groups; work cooperatively with others; make effective presentations.
10. Utilize problem solving skills.

11. Effectively plan and monitor budgets.
12. Utilize computers to enhance effectiveness of programs.

Education and Experience:

1. Bachelor's degree from an accredited institution.

Preferred Qualifications:

1. Master's degree from an accredited institution.
2. At least 40 quarter credits in STEM related undergraduate and graduate coursework.
3. Experience in working with developmental students.
4. Experience with programs involved in encouraging the success of underserved students.
5. Bachelor's or Master's Degree in a STEM discipline.
6. One or more year(s) of supervisory/leadership experience in STEM education.
7. Additional (more than one year) supervisory/leadership experience in STEM education.
8. Experience working in a community college environment.

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: May 2015; Date Revised: July 2019

Ed Code: H-10

Creditable Service: STRS