



**FOOTHILL-DE ANZA**  
Community College District

## Office of Human Resources and Equal Opportunity Administrator Job Description

### **DIVISION DEAN, SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS (STEM) DIVISION– FOOTHILL COLLEGE**

**DEPARTMENT:** PSME  
**COLLEGE:** Foothill  
**SALARY GRADE:** [A2/A3 - K](#)

#### **POSITION PURPOSE:**

Reporting to the Vice President of Instruction, the position is responsible for the vision and organizational leadership of the Science, Technology, Engineering, & Mathematics (STEM) Division. The dean leads the STEM Division in ensuring the instructional and support programs equitably meet the educational and career needs of students and the community. The division includes career and transfer programs in Astronomy, Biology, Chemistry, Computer Science, Engineering, Physics, Mathematics. The division dean also supervises and collaborates with the Science Learning Institute (SLI), MESA, and the Emerging Technology Institute (ETI). The STEM Dean also works in close collaboration across campus including partnering with other divisions, the library and learning resource center, Student Services, and the Office of Equity.

#### **NATURE and SCOPE:**

The Division Dean of the STEM Division supervises approximately 100 full- and part-time faculty and the Director of the Science Learning Institute, classified staff, temporary employees, student employees, and volunteers.

The dean plays a critical role in supervising areas such as class scheduling; faculty hiring and tenure; supervision of administrative support staff; coordinating with faculty on numerous projects; upholding collective bargaining agreements; and administrative leadership across the College and District. The dean plays a leadership and liaison role in supporting the development of new curriculum and programs; student learning outcome assessment; and educational quality, student achievement, and student equity. The dean advocates for student equity issues and serves in advancing the college mission through the support of service learning, student equity, and social justice. The dean also provides financial accountability and budget development for the division. The dean facilitates industry partnerships and community engagement on behalf of the division.

#### **KEY DUTIES and RESPONSIBILITIES:**

The Dean's duties and responsibilities typically include but are not limited to the following:

1. Provides vision, creativity, and leadership to the division; formulates and implements the division's goals and objectives.
2. Supports, implements, and promotes the College's equity plan and the District's Diversity and Equal Opportunity Plan in all aspects of employment and education. Leads efforts in the division to implement professional development, culturally relevant curriculum and other pedagogical practices to ensure the equitable persistence and success of all STEM students, particularly women and Black and Latinx students in STEM.
3. Supports division efforts to ensure curricula are relevant to student and community needs. Supports division efforts to review and enhance student learning outcomes.
4. Leads course scheduling activities, including the balance and implementation of in person, online and hybrid courses. Works with faculty and department chairs to schedule classes in a student-centered fashion that aligns with guided pathways. Collaborates with scheduling for other initiatives including dual enrollment.
5. Encourages and facilitates open communication among faculty, staff and students; resolves interpersonal problems between students, faculty and staff.
6. Builds strong community among the students by developing communications, activities and other programs focused on retention, professional development, and engagement in STEM.

7. Supports the Academic Senate in the selection of members of shared governance, tenure review, and other committees.
8. In collaboration with faculty, reviews enrollment trends; identifies implications on the division's goals and objectives; and implements a plan for action. This includes active engagement in the program review process.
9. Following collective bargaining agreements, oversees faculty and classified staff assignments, faculty and staff evaluations, and teaching load of all full-time and part-time faculty. Has the right of assignment for faculty. Supervises and evaluates all division personnel, and makes subsequent recommendations for promotion, tenure, permanent employment, professional recognition or dismissal.
10. Encourages and facilitates open communication among faculty, staff and students; resolves interpersonal problems between students, faculty and staff.
11. Builds strong community among the students by developing communications, activities and other programs focused on retention, professional development, and engagement in STEM.
12. Supports the Academic Senate in the selection of members of shared governance, tenure review, and other committees.
13. In collaboration with faculty, reviews enrollment trends; identifies implications on the division's goals and objectives; and implements a plan for action. This includes active engagement in the program review process.
14. Following collective bargaining agreements, oversees faculty and classified staff assignments, faculty and staff evaluations, and teaching load of all full-time and part-time faculty. Has the right of assignment for faculty. Supervises and evaluates all division personnel, and makes subsequent recommendations for promotion, tenure, permanent employment, professional recognition or dismissal.
15. Communicates with and advises the faculty and staff regarding college and division procedures and regulations; involves faculty and staff in the decision-making process.
16. Coordinates, designs, and supports opportunities for professional development of faculty and staff.
17. Develops and administers the annual division budget.
18. Coordinates all reporting related to classes, personnel, students, budgets, facilities, and equipment.
19. Provides support and direction for marketing and communication efforts, fundraising efforts, and public information requests related to the division.
20. Collaborates with external agencies, advisory bodies, accrediting commissions, industry partners, and other organizations related to the division's programs and services.
21. Engages with CTE Advisory Boards in the division. Works with local industry and neighboring colleges to provide and support internships and other educational opportunities for students.
22. Oversees all instructional labs, including ensuring health and safety compliance in collaboration with District Environmental Health and Safety.
23. Ensures compliance with OSHA Standards and the District's Injury and Illness Prevention Program; maintains a safe work environment, enforces safe work practices, reports and investigates accidents, maintains necessary documentation, and requires employees to receive mandated training.
24. Supervises the Science Learning Institute, MESA, and the Emerging Technologies Institute.
25. Represents the division in an administrative capacity as assigned. Collaborates with administrative leadership across the college.

26. Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Principles of relationship building, teamwork and collaboration.
2. Principles and practices of higher education organizations and structures.
3. Principles and practices of management and supervision.
4. Mission and goals of community colleges.
5. Concepts and principles of equitable student learning in STEM disciplines Intellectual and pragmatic demands of the various STEM disciplines, including laboratory classes.
6. Working knowledge of all applicable laws, regulation, guidelines, and contracts, such as Title V, Americans with Disabilities Act, Title IX, California Community College Athletics Association, OSHA and Hazmat regulations, and collectively bargained contracts (Faculty Association, Association of Classified Employees, Teamsters, etc.).

### **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, collective bargaining agreements, 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. Address 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.
13. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Title V, Education Code, and state and local regulations.

### **Education and Experience:**

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

### **Preferred Qualifications:**

1. Leadership or extensive experiences in proven practices that advance belonging and success in STEM for women and Black and Latinx students.
2. Experience teaching at the college or university level in a STEM discipline.
3. Experience with supervising or coordinating academic or workforce departments or programs.
4. Experience with personnel management and promoting and maintaining professional harmony across and within departments and programs.
5. Experience preparing oral and written reports.
6. Strong organizational and leadership skills.
7. Experience with budgets, including multiple revenue streams.
8. Experience working with people in a shared governance and collective bargaining context.

## **WORKING CONDITIONS:**

### **Environment:**

1. Typical office environment; subject to travel to conduct work.

### **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 extended periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date approved: March 2022; Revised: December 2023

Ed Code: H-10

Creditable Service: STRS