

**DEAN OF ACADEMIC AFFAIRS  
SCIENCES AND MATHEMATICS**  
(Management Designation)  
(Range 63)

**DEFINITION**

Under the general direction of the Assistant Superintendent/Vice President, Academic Affairs, the Dean of Academic Affairs, who directs and provides leadership for Mathematics, Biological & Physical Sciences, Nursing/Allied Health, Kinesiology/Health Sciences and Athletics, serves as an administrator for the district and cluster; providing supervision of facilities, personnel, budget, and class scheduling. The Dean will provide leadership in the development of educational programs, oversight of program planning, review and learning outcomes, and serve on the President's Cabinet. The responsibilities of the Dean of Academic Affairs extends to all sites for the District providing linkages with county organizations and agencies, overseeing cluster-based grants, and performing other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

The incumbent in the position is distinguished by the requirement to direct and provide leadership for the divisions within the Mathematics, Biological & Physical Sciences, Nursing/Allied Health, Kinesiology/Health Sciences and Athletics cluster including assessment of needs and development of long-range plans for the cluster and the District. The Dean shall implement the philosophy and policies of the District and ensure that the cluster strives to achieve the College mission, vision, and goals.

Incumbents in the position support student learning outcomes by ensuring that students have access to the courses that fulfill their degree and certificate requirements for graduation, acquire transfer status, obtain or retain employment in a degree or certificate related field, and successfully pass licensure or professional certifications in their field of study. In addition, incumbents support Academic Affairs by continually working with faculty and staff to maintain the currency of program content and the quality of classroom delivery methods.

**ESSENTIAL FUNCTIONS**

- Provide leadership of academic programs and faculty in academic affairs;
- Administer collective bargaining agreements, employee contracts, and Board policies;
- Direct and provide leadership for Mathematics, Biological & Physical Sciences, Nursing/Allied Health, Kinesiology/Health Sciences and Athletics programs;
- Implement the philosophy and policies of the College and ensure that the cluster strives to achieve the College mission, vision, and goals;
- Support and promote the programs, functions, and goals of the units, the cluster, and the College;
- Research changes and innovations in programs in the cluster including the identification and use of learning outcomes and assessment and lead the exploration of other educational program improvements;
- Participate in the governance process;
- Serve on committees as assigned to include liaison and/or chair duties;
- Participate in the selection of regular and temporary faculty, managers, and staff for the cluster;
- Supervise all academic, management, and classified personnel in the cluster;

- Evaluate the performance of all academic, management, and classified personnel in the cluster;
- Plan and oversee programs, grants, and projects within the cluster;
- Conduct academic cluster meetings with chairs and/or directors on a regular basis and provide leadership in solving unit and cluster problems;
- Participate regularly in division meetings in cooperation with the division chair;
- Develop division class schedules with recommendations from the division chair or director and faculty;
- Review and approve faculty teaching loads for conformance with College policy and contractual agreements;
- Finalize with input from each division chair or director, the cluster plan, the program development/review, the Educational Master Plan, course articulation, and other curricular matters;
- Review and approve cluster curriculum with the assistance of the division chair or director and the division curriculum committee representative prior to submission to the Curriculum Committee;
- Manage and control the budgets of the programs, grants, and projects within the cluster;
- Oversee and coordinate the use of facilities within the cluster;
- Facilitate maintenance and/or replacement of facilities and equipment within the cluster;
- Assist with the development of enrollment and student success reports and the dissemination of results;
- Coordinate with the Cuesta College Foundation to promote philanthropic contributions to the district/program;
- Assist in the development and the request for grants from federal and state agencies, or from the private sector;
- Lead in the development of educational programs throughout the District;
- Conduct surveys/studies and work with the community, local schools, administration, and faculty in determining the transfer, community, and employment needs of the District;
- Provide for professional development opportunities for faculty and staff in the cluster;
- Promote security, safety, and energy conservation in the cluster;
- Report regularly on areas of responsibility to the Assistant Superintendent/Vice President, Academic Affairs;
- Perform other related duties as required.

**Essential functions of particular positions within classifications may vary because job duties may vary by work location.**

## **QUALIFICATIONS**

### **Education:**

Required

- Master's degree.

### **Experience:**

Required

- Two year's experience in community college management or the equivalent.

Preferred

- Minimum two years work experience, preferably at the community college level, preferably in the area of sciences, math, nursing, allied health or athletics.

**Knowledge of:**

- Principles and practices of administration;
- Principles and practices of Academic Affairs functions;
- Pedagogy Text;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- Correct usage of English, grammar, spelling, punctuation, and vocabulary;
- District policies and procedures.

**Ability to:**

- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

**Physical ability to:**

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

**License and Certificates:**

Required

- Valid driver's license and eligible to obtain California driver's license upon hire.

Board of Trustees Approval: 09/03/2003; 02/05/2014; 02/03/2016; 10/04/2017  
(Revisions: 02/05/1985: 04/06/1988: 06/09/1990: 03/18/1992: 06/07/1995)

Management Benchmark Salary Improvement: 02/03/2016

Management Benchmark Salary Improvement: Retro to 07/01/2016