

PERALTA COMMUNITY COLLEGE DISTRICT

ACADEMIC MANAGEMENT JOB DESCRIPTION

DEAN OF MATH, SCIENCE AND CAREER EDUCATION - BCC

(Management Salary Range 3)

Job Code: 766

CLASS PURPOSE

Under the direction of the Vice President of Instruction, the dean provides leadership in the planning, development, implementation and evaluation of the college's instructional programs as assigned. Assures compliance with laws, regulations, policies, and funding requirements related to community college instruction, and ensures the quality of instruction for meeting the needs of diverse students and the surrounding community. Working collaboratively with the other deans, faculty, staff, and administration, the dean is expected to achieve the strategic priorities and goals of the Berkeley City College (BCC) Mission and Educational Master Plan. Serves on the BCC President's Cabinet, is a member of the Emergency Response Team, and participates in college and district-wide initiatives and governance, as assigned. The dean also takes a leadership role in the College's Accreditation and related activities. Manages and guides Division staff and faculty with key instructional and administrative activities such as schedule development and enrollment management, catalog development, curriculum development (courses and programs), program review and resource allocation, institutional planning such as Educational and Facilities master planning, faculty evaluations and Career Education related initiatives.

This position directs, encourages and supports the development of a variety of teaching and learning techniques, both online and in-person modality, adopted by faculty, supported by the learning support staff, providing students with high-quality learning experiences. The coordination of academic scheduling, faculty assignments, review of course outlines and syllabi, learning practices and assessment are within the purview of this position.

The dean is assigned to oversee departments in the areas of Mathematics, Sciences, Business/Computer Information Systems (CIS), and Career Education programs such as Multimedia Arts. The dean oversees Strong Workforce Program Initiatives (including K-12 partnership activities), Perkins, and other local, regional, state, and federal grants and programs that are part of the workforce development and Career Education. The dean will support AB 705 implementation, career-technical education certificates, degree and transfer programs, and will advance innovations to enhance student equity and success by leveraging grant opportunities, special initiatives, and community and industry partnership development. The dean will lead, guide, and support department participation in cross-institutional initiatives such as Guided Pathways, the Learning Communities, high school dual enrollment, faculty advising, tutoring, and institutional learning outcomes assessment. The dean will facilitate interdepartmental communication and collaboration with the other departments in instruction and in student services.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to

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enable individuals with disabilities to perform the essential functions required for the position.

- Planning, implementation, and coordination of the development of the instructional program.
- Lead efforts to develop and sustain community partnerships, build pathways from high school and other organizations to Berkeley City College (BCC), where appropriate and demand is high, develop programs and courses in response to state legislation, focused on student and community needs that lead to student success, completion, and closing equity gaps.
- Develop and manage departmental, programmatic, and grant budget including regularly required evaluation and reports.
- Participate in the hiring and evaluation of faculty and classified staff for the division.
- Assign teaching assignments and loads of faculty and staff in the division.
- Supervise the design of new curricular offerings, delivery methods, and program revisions.
- Initiate the class schedule development and conduct ongoing enrollment management activities based on the institutional enrollment management priorities and goals.
- Commit to an achievement of equity, student success, and racial justice, maintain practices in compliance with accreditation standards, and advance innovation through relevant grants, partnerships and community and industry support.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Possession of a master's degree from an accredited college or university.
2. One year of formal training, internship or leadership experience reasonably related to the administrator's assignment.
3. Knowledge and proficiency in the operation and use of personal computers utilizing office productivity software applications (i.e., word processing, spreadsheet and database management software) including the Internet.
4. Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

DESIRABLE QUALIFICATIONS

- Three or more years of teaching experience, preferably at the lower division level.
- Previous experience in developing academic programs, curriculum, and grants, with demonstrated experience increasing student success & completion, as well as closing equity gaps.
- Knowledge of state and federal laws, such as Title 5 and Education Code, as well as policies, programs, regulations and services related to student recruitment, admissions,

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enrollment, retention, financial aid, matriculation, and records management.

- Skill in budget development, maintenance, and reporting related to general fund, grants, and other externally funded resources.
- Four (4) years of comprehensive and increasingly responsible management experience in instruction, or a related field.
- Skill in oral and written communication, including public speaking and complex report development in a timely fashion.
- Skill in training, directing, supervising and evaluating the work of others.
- Proficiency in the use of a variety of computer software, databases and technology related to student and other educational services.
- Commitment to Participatory Governance.
- Effective project management, organizational, communication and public relations skills.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with other people.

PHYSICAL ABILITIES

- Prolonged and frequent sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination in keeping records and preparing reports using a computer keyboard.
- Speech and hearing to communicate effectively in group settings and by telephone to students, faculty, staff, and others.