



## **JOB TITLE: ASSOCIATE DEAN, MATHEMATICAL SCIENCES**

Classification:	Educational Administrator	Retirement Type:	STRS*
Salary Range:	13	Board Approved:	November 16, 2020

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### **BASIC FUNCTION:**

Under the direction of a Dean, the Associate Dean of Mathematical Sciences assists in the administration of the development, oversight, and operations of the division and its academic programs with implementing faculty and administrative policies.

### **REPRESENTATIVE DUTIES:**

Assist the Dean with leading the division.

Work directly with diverse faculty and staff to support the efforts of the Dean in the development and maintenance of academic programs, curriculum, and schedules.

Address student petitions, complaints, and requests in accordance with El Camino College policies.

Recommend and participate in the development of policy, as necessary, for the District to implement, evaluate, augment, and respond to outreach and non-traditional programs and services and needs.

Directly interact with students, faculty, staff, and advisory councils and/or groups.

Represent the Dean in their absence at college meetings, committees, and other official functions.

Work closely with applicable stakeholders in developing proposals for grants and contract support.

Organize committees for hiring faculty and staff and ensure compliance with District personnel policies, procedures, and practices.

Assist the Dean with supervising and evaluating faculty and staff.

Handle personnel issues and adjudicate faculty, staff, and student concerns.

Work cooperatively with other administrators and supervisors to coordinate programs and services to meet student needs, and resolve conflicts and issues within the division and between divisions.

Perform assigned program management responsibilities.

Assist the Dean with managing the division's fiscal resources responsibly.

Assist with developing division long-range plans, goals, and objectives.

Perform related duties as assigned.

**JOB QUALIFICATIONS:**Education and Experience:

Master's degree in mathematics, statistics, computer science, or engineering. Three years of full-time post-secondary teaching experience. One year of formal training, leadership, or leadership experience related to the administrator's assignment.

Must be sensitive to and have an understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds of students, and of persons with disabilities.

**OTHER QUALIFICATIONS:**Knowledge/Areas of Expertise:

Must understand and practice the principles of administration and supervision.

Be able to plan and organize work.

Assess and evaluate programs and personnel.

Experience leading or organizing professional development activities.

Experience evaluating faculty and staff.

Experience developing or managing grant-funded projects.

Experience using learning management systems for remote instruction.

Abilities/Skills:

Effectively communicate orally and in writing.

Work cooperatively with others.

Skilled at teaching a broad range of mathematics from basic skills to college-level.

Ability to implement innovative curriculum, technology, or other aspects of academic programs.

Ability to assess effectiveness of courses and programs in achieving student learning outcomes.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.