

**JUNE 2024**  
**FLSA: EXEMPT**  
**SALARY GRADE: Z**  
**CBA DESIGNATION; ACADEMIC MANAGEMENT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**DEAN OF INSTRUCTION, STEM**

**BASIC FUNCTION**

Acts as the academic officer and provides administrative supervision and direction to assigned academic programs, including the departments of Chemistry, Life Sciences, Mathematics, and the Physical Sciences; and ensures the quality and integrity of all aspects of these academic and instructional programs, and the supervision of program directors, department chairs, faculty, and classified staff.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned area administrator. Directs academic departments, program directors, department chairs, faculty, classified staff, and student employees.

**CLASS CHARACTERISTICS**

This dean classification is responsible for the overall direction and operations of STEM instructional areas, including course management and budgetary oversight. Work is typically performed under the overall vision and direction of the college president or area administrator, and incumbents exercise considerable judgment and discretion in the achievement of goals and objectives.

**EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Provides administrative leadership and direction for the development and modification of educational programs in all the disciplines under the area of supervision; advises the college Vice President regarding budgets, planning, coordinating, and evaluating education programs.
2. Attends and participates in a variety of required meetings including but not limited to Vice Chancellor's Cabinet, Curriculum Committee, Deans' Meetings, Strategic Planning Committee, Senate, and other appropriate meetings.
3. Oversees and participates in the evaluation of faculty and staff.
4. Determines the departments' budget needs in conjunction with chairs and faculty; supervises and monitors the budget and expenditures in all assigned areas.
5. Directs the preparation of reports, as needed, related to curriculum, enrollment management, and instructional policies; assigns FTES under fiscal and educational (Enrollment Management Plan) policies; optimizes use of the District's resources for instructional facilities and staff.
6. Supervises the development and implementation of class schedules, and assists in the development of the college catalog, class schedules, and other publications.
7. Meets with students and faculty to resolve and arbitrate conflicts and issues.
8. Serves as the administrative lead for Divisional annual and long-range integrated strategic planning, and serves in the college enrollment management plan and the accreditation process; directs the development of new programs and curricula, working with department chairs and faculty.
9. Leads the search for alternate resources for the programs through grants, foundations, and fundraising activities.
10. Strengthens existing partnerships and extends new partnerships with school districts, four-year institutions, industry, and with regional and national professional organizations.
11. Contributes to facility operation design and renovation.
12. Provides opportunities for staff and faculty development.
13. Represents the assigned academic programs, the college, and the District at state and national levels.

14. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional organizations.
15. Serves as a member of the Management Leadership Association.
16. Participates in District-provided in-service training programs.
17. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Higher education best practices;
2. Applicable laws, codes, regulations, and general policies and procedures related to higher education practices;
3. Current principles and practices of administration, supervision, and training;
4. Budget preparation, management, and related processes;
5. Curriculum development; policies, objectives, and contemporary practices in the core areas of the position.

### **Ability to:**

1. Communicate effectively, both orally and in writing;
2. Manage staff and work collaboratively with other administrators, and academic department chairs and faculty;
3. Work effectively in shared governance and consensus building settings;
4. Analyze situations accurately and adopt an effective course of action;
5. Evaluate and support faculty recommendations for program improvements or new service efforts;
6. Promote diversity, inclusion, equity, and academic excellence;
7. Advocate for the academic programs to which assigned;
8. Identify alternate funding resources and develop grant or special projects applications.
9. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic disability, and ethnic backgrounds of students, staff, and the community.

### **Education and Experience:**

A master's degree from an accredited institution in any of the core disciplines of STEM and four (4) years of full-time teaching experience in higher education, and three years of management and/or senior level leadership experience in a postsecondary educational institution.

An earned doctorate, community college teaching experience, and teaching, curriculum, and administrative experience in the core areas of the position is highly preferred.

### **Licenses and Certifications:**

A valid driver's license and proof of insurability may be required to drive a District vehicle.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and

walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds. Occasional visits to observe STEM-related labs may also be required.

The functions of this classification must be performed by the incumbents with or without reasonable accommodations.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may be required to utilize personal protective gear or safety precautions in lab environments. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.