

Position Information

Title	Dean of STEM and Social Sciences - EXTENDED
Job Category	Management
Position Number	
Location	
Job Description	<p>YUBA COLLEGE 2088 North Beale Road Marysville, CA 95901 Visit us at: www.yc.yccd.edu</p> <p>Yuba Community College District is inviting applications for the Dean of STEM and Social Sciences who will guide the District as it implements new and innovative approaches to providing world-class learning and teaching environments. The Dean of STEM and Social Sciences will be entrepreneurial and results oriented, exhibit a commitment to student access, and committed to improving student success and achievement at District campuses and centers. Yuba Community College District is considering applicants from across the nation who have a demonstrated track record of success for leading institutions through systematic change.</p>
Job Duties	<p>BASIC FUNCTION: Under the direction of the Vice President, the Dean of STEM and Social Sciences is responsible for providing leadership in several academic programs, supervising and evaluating faculty and classified staff within those programs, and managing a budget for the division. This educational supervisor, serving as the key administrator of academic employees, will provide for the primary liaison activities between division academic employees and other administrators.</p> <hr/> <p>REQUIRED LEADERSHIP COMPETENCIES:</p> <p>Deep Commitment to Student Access and Success - The Dean of STEM and Social Sciences is responsible for improving the quality of life and the economic well-being of our citizens and communities by providing access to a quality learning environment and fostering high levels of access and success for all students.</p> <p>Willingness to Take Significant Risks to Advance Student Success - The Dean of STEM and Social Sciences will connect the institutional strategy of driving student access and success and will be willing to innovate to advance student success.</p> <p>The Ability to Create Lasting Change within the College</p> <p>The Dean of STEM and Social Sciences will be committed to identifying gaps in student outcomes on the basis of factors such as race, ethnicity and gender, and then mobilize the College to improve results.</p> <p>Strategic Vision for the College and Its Students, Reflected in External Partnerships</p> <p>The Dean of STEM and Social Sciences will leverage the institution’s influence and resources to pave the way for ongoing student access and success by forging partnerships with outside entities, including K-12 school districts, four-year colleges, community-based organizations and employers.</p> <p>Raise and Allocate Resources in Ways Aligned to Student Success</p> <p>Under the direction of the Vice President, the Dean of STEM and Social Sciences will collaborate with other departments, developing resources to achieve significantly improved</p>

student outcomes by implementing well-designed institutional changes at scale, and ensuring they are embedded for the long term.

ESSENTIAL DUTIES:

- Maintain ongoing divisional plan which provides for adequate academic employee, classified staff, equipment and facilities, including plans for repair, replacement, modification, and refurbishment of facilities and equipment.
- Manage the division budget.
- Supervise all academic employees and classified staff assigned to the division, including assignment and workload.
- Provide first administrative contact for the resolution of complaints and grievances.
- Provide for scheduling of all assigned academic employees and classified staff.
- Participate in college-wide scheduling of classes and programs, facilitating dual enrollment classes within division with area high schools.
- Supervise, evaluate and direct the workload of directors and/or other managers placed within the division.
- Ensure that Program Reviews, Program Updates, and Program and Services Vitality reports are conducted by all program faculty within the division and submitted on time.
- Coordinate division faculty and equipment requests.
- Develop, maintain, review, evaluate, promote, and report on all programs and curriculum offered within the division.
- Call and preside over regular divisional and special meetings, providing an agenda and prompt minutes to faculty, staff, and administrators.
- Serve as the representative of divisional concerns and needs and communicate both individual and collective concerns to the Vice President.
- Manage grants as assigned.
- Participate as a regular member of the management group, attending and chairing committees and councils as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Plan review and evaluation techniques
- Planning and budgeting processes
- Oral and written communication skills, including persuasive communication and public speaking
- District organization, operations and objectives
- Electronic and print research resources relative to educational research

ABILITY TO:

- Establish and maintain effective educational and planning partnerships.
- Develop and maintain positive relationships with community leaders, business and industry, labor and local and state officials, regional K-12 school districts, and other institutions of higher education.
- Work collegially and collaboratively with diverse constituencies, both internal and external.
- Communicate effectively both orally and in writing.
- Be a strong and articulate proponent of higher education.

**Required
Qualifications**

EDUCATION AND EXPERIENCE REQUIREMENTS: The successful candidate, by the final filing date, must possess the minimum qualifications for Educational Administrators at

	<p>California Community Colleges: (All degrees and units used to satisfy minimum qualifications must be from accredited institutions.)</p> <ul style="list-style-type: none"> • Possession of a Master’s degree; AND • One year of formal training, internship, or leadership experience reasonably related to the administrator’s administrative assignment.
Desired/Preferred Qualifications	<p>DESIRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Experience in academic planning, program development and supervision. • Teaching experience in higher education.
Physical Demands	<p>WORKING CONDITIONS:</p> <ul style="list-style-type: none"> • Office environment • Subject to constant interruptions • Subject to evening or variable hours • Contact with dissatisfied or abusive individuals <p>PHYSICAL ABILITIES:</p> <ul style="list-style-type: none"> • Indoor and outdoor environments • Travel at frequent intervals to conduct work • Standing, Sitting, Walking, Reaching (occasionally for long periods of time) • Cognitive decision making (lack of mental impairment) • Stressful conditions (cardiovascular fitness) • Lifting (overhead, waist level, from floor), carrying, and bending • Lift objects weighting up to 35 pounds
Special Conditions for Eligibility	<p>PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Co</p>
FLSA	Exempt
Range/Step	Range 14, Educational Supervisors Association Salary Schedule
Salary	\$91,573 - \$130,039/YR.
Benefits Information	<p>BENEFITS: The District offers a comprehensive benefits package for employees and dependent, valued at over \$24,000 annually with a \$310.50 monthly out of pocket expense to employees or dependents for monthly premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the State Teacher’s Retirement System (STRS), 457/403b options, 12 sick days, 22 vacation days, 223 day/12 month contract.</p> <p>WORKING CONDITIONS: In accordance to Board Policy, smoking is restricted in many areas of the Yuba Community College District.</p> <p>WORK DAY, WORK WEEK, and WORK YEAR: The District has the right to establish work day, work week, work year; hours of positions within the District may vary.</p>
EEO Statement	<p>As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.</p>

EQUAL EMPLOYMENT:

Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.