Employee Name: James Duke

Compensable Factors Classification:

Job Title: Dean of Mathematics & Science Division
Reports to: Vice President of Instruction and Student Services

SUMMARY
The Dean of Mathematics and Science Division will provide leadership and supervision for the areas of Mathematics and Natural Science to include workforce needs analysis, program, personnel, and process assessment and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensure the “One College” concept.

Monitor, evaluate, and recommend curriculum changes as needed and coordinate curriculum across campuses.

Provide leadership for developing outcomes-oriented, cutting-edge, high-quality, industry-responsive curriculums or programs.

Provide leadership for instructional applications of information technology including multimedia, web-based enhancements and e-learning.

Coordinate with other academic leaders to develop efficient, integrated course schedules across campuses based on collection and analysis of data.

Assess and revise processes and procedures to ensure continuous improvement.

Ensure timely completion/development, execution, monitoring and submittal of all materials used in academic administration, including but not limited to course syllabi, program outlines and reviews, catalog material, budgets, personnel performance reviews and student information such as grades, attendance rosters, etc.

Participate in and ensure participation of Division personnel in scheduled college-wide activities such as In-Service, Honor’s Day, Graduation.

Ensure compliance with institutional and Alabama State Board of Education policies and procedures and standards of accrediting bodies.

Communicate with the administration regularly; serve on the Instructional Council, the Planning Council, and other committees as assigned.

Assist in developing and implementing plans to secure funding from state, federal, and private sources including government and industry grants and endowments.

Monitor, assess and incorporate workforce data, market needs and future trends to evaluate program relevancy and develop curriculum to keep programs up-to-date with workforce needs and advances in technology.
Provide leadership for professional development for all divisional personnel.

Establish and maintain strategic relationships and partnerships with external stakeholders to promote the College and its programs.

Provide leadership for developing, assessing and reporting student learning outcomes and program outcomes to improve student success.

Provide leadership in the development and use of outcomes assessment to drive curricular innovation and improvement.

Lead the Division in the institutional and, where applicable, program accreditation processes.

Teach a minimum of two (2) classes per academic year.

Perform all other such professional duties as the Vice President may direct.

QUALIFICATIONS

MINIMUM EDUCATION and/or EXPERIENCE

Education/Experience: Master’s Degree from an accredited institution with major in a discipline in Mathematics or Science division OR a Master’s degree from an accredited institution and 18 graduate semester hours in a discipline in Mathematics or Science.

KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrated experience of successful leadership to include data collection and analysis, strategic planning, developing and measuring student and program outcomes, assessment of personnel and programs and budgeting.

Demonstrated experience with innovative curriculum/program

Demonstrated experience in data-based decision-making.

Excellent communication skills.

Demonstrated experience in the use of educational technology.

Demonstrated commitment to student success.

Successful administrative experience at the college level.

Successful full-time teaching experience.

PHYSICAL DEMANDS
Physical demands include extended periods of time standing or walking. Employee must be able to work a variety of hours and schedules. Other physical demands are proximate to comparable professional position in the public or private sector.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**ADVANCEMENT GUIDELINES**

As noted in the “Salary Placement and Advancement”.

Will you be able to perform the essential job functions with or without accommodations?

__________ Yes  ___________ No

__________________________________________  __________________________
Signature                                             Date