



Office of Human Resources & Employee Relations  
Announcement of Administrative Position

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**POSITION:** Dean of Mathematics, Science & Engineering Division

**SALARY:** \$124,167.53 - \$142,627.46/annually (Full-time, 12 months)

- \$1800/annual Stipend for Doctorate from an accredited University

**The District's Fringe benefit package includes:**

- Medical, dental and vision insurances
- Individual life insurance and income protection policies
- Eligibility for enrollment in State Teachers' Retirement System (STRS)

**DEADLINE:** June 3, 2019

**START DATE:** Anticipated July 1, 2019

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**BASIC FUNCTION:**

Under the supervision of the Vice President of Academic Affairs, the Dean will provide leadership to and support for the Mathematics, Science & Engineering Division, including the departments of Biological and Environmental Sciences, Mathematics, and Physical Sciences and Engineering. In addition to program development and course support, the Dean is responsible for the day-to-day supervision of the Division's personnel, programs, expenditures, and facilities, as well as serving as the Division's advocate to the Administration and Board of Trustees.

**MINIMUM QUALIFICATIONS:**

- Master's degree in an academic subject area in Mathematics, Physical Sciences, Engineering or Biological Sciences.
- Three years full-time classroom and/or laboratory teaching experience in a Mathematics, Physical Sciences or a Biological Sciences discipline.
- One year of management experience.

**DESIRABLE QUALIFICATIONS:**

- Post-secondary teaching experience (preferably at a community college)
- Demonstrated commitment to high academic standards and academic freedom
- Experience with and commitment to participatory governance culture
- Effective communications skills
- Effective supervisory skills
- Publications or similar demonstration of professional achievement
- Demonstrated sensitivity to diversity (in staffing as well as student learning styles)
- Knowledge of varied assessment instruments
- Doctorate in an academic subject area directly related to Mathematics, Physical Sciences, Engineering or Biological Sciences
- Grant writing experience and/or program development experience

**REPRESENTATIVE DUTIES:**

- Provide leadership for program development and work directly with faculty to plan for curriculum and program additions, modifications, and deletion. Set priorities for resource needs, provide program analysis and multi-year instructional plans and participate in strategic and long range instructional planning for the district.

### **REPRESENTATIVE DUTIES: (Continued)**

- A commitment to fulfill the comprehensive mission of the community college.
- Stay abreast of national trends and innovations in Science, Technology, Engineering & Mathematics (STEM) disciplines, including class size, alternate modes of assessment, hiring practices, academic freedom, the role of technology in the classroom, and / or changes in course design prerequisites.
- Promote the needs of the Division to on- and off-campus organizations, on committees, and at meetings.
- Encourage excellence in teaching and orient new staff.
- Serve on or participate in campus organizations, committees, and meetings.
- Create a positive working environment for all levels of Division staff and work cooperatively with other campus personnel to integrate and coordinate programs and services across the curriculum.
- Prioritize Division financial needs, including new hires, program funding, technology and instructional equipment, and communicate those priorities clearly to the departments involved.
- In consultation with faculty, design the schedule of classes each semester, provide for staffing of Division courses; administer and evaluate courses.
- Prepare budget requests and allocate funds.
- Evaluate full-time and part-time faculty and other staff.
- Support staff development and professional growth among Division members.
- Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs; establish advisory committees as appropriate.
- Serve as a contact point for articulation with local high schools and four-year institutions.
- Determine and fulfill needs for other college sites and centers regarding instructional programs and services.
- Maintain current knowledge of new developments and innovations in community colleges and higher education, including, but not limited to computer and related technologies which may affect instruction; recommend changes to maintain relevance of division programs to meet student and community needs.
- Work cooperatively with other administrators and supervisors to coordinate programs and services across the curriculum and at all locations to meet student needs; resolve conflicts and issues within the division and between divisions in compliance with collegiality and due process.
- Analyze requests for staff to meet short-term and long-term needs and make recommendations to the Vice President; assist in development of job descriptions for new positions.
- Evaluate and process student assessment challenge forms.
- Assist Vice President of Academic Affairs in program review.
- Organize and preside over monthly staff meetings.
- Host visiting authors and sponsor Division activities (e.g., guest speakers).
- Monitor compliance with state and federal regulations.
- Solicit grants, awards, or foundation funding.
- Be available for day or evening assignments.
- Other duties as assigned.

### **KNOWLEDGE OF:**

- Higher education in community colleges, including the mission of the California Community Colleges.
- Participatory governance within the California Community College System.
- Local, state, and federal laws governing programs and services affecting the STEM disciplines.
- Adult learning theory and learning styles within the STEM disciplines.
- Multiple methods of instruction.
- Varied evaluation procedures for staff and faculty.
- Curriculum development.
- Course articulation.
- Student matriculation.
- Budget preparation and control.

**KNOWLEDGE OF: (Continued)**

- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- District organization, operations, policies, and objectives.
- Computer and related technologies for instruction.

**ABILITY TO:**

- Plan, organize, develop, and evaluate the programs, activities, and curriculum of College instructional programs.
- Develop and modify curriculum and policies / procedures to meet staff, student, and community needs.
- Communicate effectively in both oral and in written communication.
- Work effectively with students, faculty, and staff from diverse backgrounds, in order to promote equal access to all divisional programs.
- Select, train, supervise, and evaluate personnel.
- Interpret, apply, and explain rules, regulations, requirements, and restrictions.
- Assess student reading and writing or performance from developmental to advanced levels.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt effective courses of action.
- Meet schedules and deadlines.
- Plan and organize work.
- Work cooperatively with and coordinate projects with other administrators and staff, in order to offer effective services to students.
- Evaluate faculty and staff recommendations for program improvements and / or new programs.
- Identify resources and develop grant or special projects applications.
- Develop and control budgets.

## APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, **all of the following documents** must be submitted by close of the HR Office on the deadline date. HR Office Hours: Monday-Thursday 7:30am-6:00pm and Friday 7:30am-11:30am.

**If any of the listed materials are missing or incomplete, the application will not be considered.**

1. A completed and signed Antelope Valley College **administrative application form**.  
**Please do not state "See Résumé" on any part of the application.** Blank spaces or illegible entries may be cause for rejection of the application. The District will not return materials submitted.
2. A letter of intent addressing your interest and qualifications for this position.
3. A personal résumé or curriculum vitae.
4. Transcripts\* of **all** college work. (Unofficial transcripts or photocopies will be accepted to establish the application file). Official transcripts will be required if the candidate is offered the position.

\*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service.

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Application forms are available on the AVC web site [www.avc.edu](http://www.avc.edu) or from the Human Resources Office and must be returned to:



Office of Human Resources  
3041 West Avenue K  
Lancaster CA 93536  
(661) 722-6311

Faxed or emailed materials cannot be accepted.  
Unsolicited materials will not be included. Postmarks will not be accepted.

**The screening committee will review ONLY complete application packets** and the committee will determine applicant's eligibility for an interview. Candidates who are selected for an interview will be notified via telephone.

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Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

The Antelope Valley Community College District offers an extensive benefits package that includes full-family medical, dental and vision plans, employee life insurance, and eligibility to enroll in the State Teachers' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

*Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

***AVC is an equal-opportunity employer***