



Position Description

Position: Dean, Mathematics	Position Number: M-_____
Department/Site: Instruction	FLSA: Exempt
Evaluated by: Vice President, Instruction	Salary Range: _____

General Description

The Dean of Mathematics is the chief instructional and operational officer of the division. Under the direction of the Vice President of Instruction, the Dean of Mathematics is responsible for the development, coordination, and supervision of the Mathematics program for the District. This is a 12-month academic management assignment.

Essential Duties and Responsibilities

- Provide leadership in the development and maintenance of excellence in the instructional program.
- Organize and supervise Mathematics services and curriculum development.
- Prepare annual schedule, workload assignments, and serve as division liaison for Mathematics staff.
- Prepare and monitor budget for Mathematics programs and testing.
- Communicate college policy and administrative decisions to the division faculty and students and the needs of the division to the administration.
- Administer the collective bargaining agreements among the District and the faculty and classified unions.
- Create an atmosphere of collegiality and support the goals of participatory governance.
- Supervise the administration, recording, filing, and dissemination of test data.
- Cooperate with the Staff Diversity Officer, Title IX Coordinator, and ADA Coordinator(s) in the development and implementation of activities relevant to federal and state compliance.
- Work with the Dean of Admissions and Records/Financial Aid in coordination of registration procedures.
- Serve as chairperson of the Mathematics division meetings.
- Participate in Instructional Council meetings.
- Demonstrate leadership in long-range planning and program review activities, faculty and staff development activities, program and curriculum development, the selection of division textbooks, equipment, supplies, and library materials.
- Perform other duties as assigned.

Minimum Qualifications

- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students, **AND**
- Possession of a Master's degree, **AND**
- One year of formal training, internship, or leadership experience reasonably related to this management assignment.

Preferred Qualifications

- Master's degree in Mathematics or related field.



Position Description

- Leadership experience in Mathematics environment at the secondary or post-secondary level.
- Evidence of experience, education and training in technology-mediated instructional methods.
- Evidence of qualification for a current Citrus College Faculty Service Area.
- Evidence of experience in preparation of annual schedule, workload assignments, and serving as division liaison for Mathematics staff.
- Evidence of having served in the selection and evaluation of division personnel.