



## Position Description

<b>Position:</b> Dean, Social & Behavioral Sciences	<b>Position Number:</b> M-_____
<b>Department/Site:</b> Instruction	<b>FLSA:</b> Exempt
<b>Evaluated by:</b> Vice President, Instruction	<b>Salary Range:</b> _____

### **General Description**

The Dean of Social & Behavioral Sciences is the chief instructional and operational officer of the division. Under the direction of the Vice President of Instruction, the Dean of Social & Behavioral Sciences is the instructional leader responsible for the development, coordination, and supervision of the administration of justice, anthropology, child development, economics, geography, history, humanities, philosophy, political science, psychology, social science, sociology and study abroad programs 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 division services and curriculum development.
- Prepare annual schedule, workload assignments, and serve as division liaison for Social & Behavioral Sciences staff.
- Prepare and monitor budget for the administration of justice, anthropology, child development, economics, geography, history, humanities, philosophy, political science, psychology, social science, sociology and study abroad 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 Deans of Admissions and Records/Financial Aid in coordination of registration procedures.
- Serve as chairperson of the Social and Behavioral Sciences 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.



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### 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 the Sociology and Master's in anthropology, any ethnic studies, social work, or psychology or the equivalent.
- 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 Social & Behavioral Sciences staff.
- Evidence of having served in the selection and evaluation of division personnel.