

	Position: Director of Academic Affairs, K12 STEM Programs	Position Number:
	Department/Site: Academic Affairs	FLSA: Exempt- Administrative (Classified Administrator)
	Reports to: Dean of Academic Affairs or assigned administrator	Salary Range IX

DEFINITION

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean of Academic Affairs. Exercises direct and general supervision over technical and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that plans, oversees, and participates in the functions, operations, and activities of the K12 STEM program, including short

- æ Manages and participates in the development and administration of the program budget; monitors program expenditures to ensure compliance with established laws and regulations, as well as funding agency requirements.
- æ Participates in developing strategic plans for the program by coordinating with other divisions in the development of STEM training programs and community events designed to promote success for school age students enrolled in the program.
- æ Establishes and maintains relationships with school district officials, community and education leaders in the K-12 districts, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects and site locations with assigned programs and activities.
- æ Meet with K-12 school district administrators and other education leaders to develop partnership agreements and plan STEM pipeline programs; develops grant proposals that meet funding agency requirements and priorities, including writing the grant narrative and completing all required forms and documents; establishes and maintains contacts with funding agency personnel and potential grant partners.
- æ Attends and participates in professional group meetings and various committees and advisory groups; stays abreast of new trends and innovations in the field of student outreach, STEM education, and other services as they relate to the area of assignment.
- æ Advises, provides guidance, and prepares and delivers presentations pertaining to the K-12 STEM program.
- æ Maintains and directs the maintenance of working and official departmental files.
- æ Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
- æ Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean of Academic Affairs.
- æ Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- æ Learns and applies emerging technologies to perform duties in an efficient, organized, and timely manner.
- æ Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- æ Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- æ Principles and practices of enrollment management.
- æ Principles and practices of fiscal management, strategic, and facilities planning.
- æ Pertinent federal and state laws and regulatory provisions.
- æ College accreditation procedures, practices, and standards.
- æ The development, implementation, and assessment of student learning and/or service area outcomes.
- æ Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- æ Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- æ P ojecdatuderumen(, pr)7(og)11(r)11(j)-15(e)9(c)2(di)-3(n1 Tf -05(i)-5BDC /C2n0/TT0 1 Tf 4po5(o)1 Td (



person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials ~~subject~~ up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals ~~on a case~~ on a case basis.

### ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature ~~conditions~~, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing program policies and procedures.