

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

DEFINITION

Under general direction, plans, organizes, and provides oversight for all functions, programs, and activities of the Science and Math Institute (SMI), including assigned Science, Technology, Engineering, and Mathematics (STEM) success programs and grants, including but not limited to the Math, Engineering, and Science Achievement (MESA) program, and the STEM Internship Program; develops and implements program services with community stakeholders; provides highly complex and responsible support to the Dean of Academic Affairs in areas of expertise; and performs related work as required.

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 SMI programs, including short and long term planning and development and administration of program policies, procedures, and services. The incumbent provides assistance to the Dean of Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Dean of Academic Affairs in that the latter has significant authority over and oversight of a broad cluster of academic fields or whole academic units with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- æ Assumes management responsibility for SMI program functions, programs, services, and activities, which includes but is not limited to developing partnerships, providing leadership and direction for STEM success programs such as MESA and STEM internships, and creating STEM pathways to four-year college and university studies and careers for Hartnell students.
- æ Develops and implements goals, objectives, policies, and priorities for the program; recommends, within program policy, appropriate service levels and resources; recommends and administers policies and procedures.
- æ Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the assigned program, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean of Academic Affairs.
- æ Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance

- evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- 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 SMI programs and events designed to promote successful students in the STEM fields.
- æ Establishes and maintains relationships with school district officials, college and university officials, community leaders, 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 higher education leaders to develop partnership agreements and STEM Success 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 on issues pertaining to the SMI programs.
- 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 Budgeting and financial management.

- æ Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- æ Principles and procedures of record keeping.
- æ Modern office practices, methods, and computer equipment and applications.
- æ Techniques for effectively r

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in 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 on 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 and objects up to 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-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