

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**  
**STRATEGIC HIRE REQUEST**  
**05 October 2021**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p><b>Position Title:</b>            Dean of Math,            Natural Sciences,            Exercise Science            and Wellness</p> <p><b>Position #:</b>            MG-00008</p> <p><b>FTE:</b>            1.0</p> <p><b>Level:</b>            MG-10</p> <p><b>Department:</b>            Academic Affairs</p>	<p><b>1. Key responsibilities of position:</b></p> <ul style="list-style-type: none"> <li>○ * Manage, evaluate and coordinate academic subject areas in accordance with legal requirements, district policies and educational principles and practices.</li> <li>* Establish overall goals, objectives and plans; initiate and participate in overall program planning; communicate statutes, district and college policies and philosophies to division faculty and staff.</li> <li>* Supervise and coordinate assigned curriculum planning and development; utilize available resources to develop new or revised curriculum; evaluate and recommend instructional materials, equipment and facilities.</li> <li>* Communicate and interpret program objectives and offerings to students, staff, faculty, community organizations and others</li> <li>* Perform the search/screen/selection, monitoring, evaluation and retention processes of assigned faculty and staff according to statutes and Governing Board Policy.</li> <li>* Oversee faculty teaching assignments and schedules; assign certificated and classified staff to work areas, hours and duties; orient and assist new personnel as needed.</li> <li>* Prepare budgets and submit through appropriate channels for approval; monitor and control assigned program operating budgets; initiate special fund requests; determine need and priority for capital equipment and materials.</li> <li>* Administer and implement district rules, regulations, policies and procedures; assist in implementing contract provisions negotiated by the Governing Board and recognized bargaining units representing employees.</li> <li>* Serve as a member of district, site or other councils, committees and task forces.</li> <li>* Participate in public information activities to promote and publicize instructional programs; respond to inquiries regarding curriculum or course offerings and services provided.</li> <li>* Prepare catalog material, class schedules and other program information as required; recommend and implement new programs to enhance the college mission and enrollment.</li> <li>* Assist in coordination of programs with business, industry, community organizations and other educational institutions.</li> <li>* Coordinate and facilitate the resolution of student, faculty, and staff conflicts and problems</li> </ul>

		<p><b>2. Current status of position: <u>Has been filled by two (2) Interim Deans over the past 4 years.</u></b></p> <ul style="list-style-type: none"> <li>○ Filling a replacement position included in the budget <b>Yes</b></li> <li>○ Filling a restructured position included in the budget <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? <b>Yes</b></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Filling a new position <ul style="list-style-type: none"> <li>■ Has an Org Mod been approved? <b>No</b></li> <li>■ Org Mod approval date _____</li> </ul> </li> <li>○ Other (please specify)</li> </ul> <p><b>3. Strategic Staffing Rationale:</b> Please address at least one of the following items:</p> <ul style="list-style-type: none"> <li>○ Essential supervision: ; <b><u>This position has had two (2) interim Deans over the past four (4) years. it is imperative that the College and District move forward with hiring a permanent Dean for this position to ensure the continued success, growth, and development of the Division. There are many planned initiatives that require permanent leadership in this position.</u></b></li> </ul> <p><b>4. Budget Impact – Please specify the following:</b></p> <ul style="list-style-type: none"> <li>○ Is position included in the current budget? <b>Yes</b></li> <li>○ Funding Source? <b>Unrestricted</b> <ul style="list-style-type: none"> <li>○ Smartkey and Salary Object: <ul style="list-style-type: none"> <li>Smartkey: <b>1380001</b></li> <li>Salary Object 1240 Contract Noninstr, Admin</li> </ul> </li> </ul> </li> <li>○ Annual Salary at Step B: (Grade 10, Step B) \$123,264</li> <li>○</li> </ul>