

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

~~05 October 2021~~ **23 March 2022**

Date

| Site | Position | Justification |
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| <input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS | <p>Please include:</p> <p>Position Title: Dean of Math, Natural Sciences, Exercise Science and Wellness</p> <p>Position #: MG-00008</p> <p>FTE: 1.0</p> <p>Level: MG-10</p> <p>Department: Academic Affairs</p> | <p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ * Manage, evaluate and coordinate academic subject areas in accordance with legal requirements, district policies and educational principles and practices. * 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. * 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. * Communicate and interpret program objectives and offerings to students, staff, faculty, community organizations and others * Perform the search/screen/selection, monitoring, evaluation and retention processes of assigned faculty and staff according to statutes and Governing Board Policy. * Oversee faculty teaching assignments and schedules; assign certificated and classified staff to work areas, hours and duties; orient and assist new personnel as needed. * 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. * 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. * Serve as a member of district, site or other councils, committees and task forces. * Participate in public information activities to promote and publicize instructional programs; respond to inquiries regarding curriculum or course offerings and services provided. * Prepare catalog material, class schedules and other program information as required; recommend and implement new programs to enhance the college mission and enrollment. * Assist in coordination of programs with business, industry, community organizations and other educational institutions. * Coordinate and facilitate the resolution of student, faculty, and staff conflicts and problems |

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| | | <p>2. Current status of position: <u>Has been filled by two (2) Interim Deans over the past 5 years.</u></p> <ul style="list-style-type: none"> ○ Filling a replacement position included in the budget Yes ○ Filling a restructured position included in the budget <ul style="list-style-type: none"> ■ Has an Org Mod been approved? N/A ■ Org Mod approval date _____ ○ Filling a new position <ul style="list-style-type: none"> ■ Has an Org Mod been approved? N/A ■ Org Mod approval date _____ ○ Other (please specify) <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Essential supervision: ; <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> <p>4. Budget Impact – Please specify the following:</p> <ul style="list-style-type: none"> ○ Is position included in the current budget? Yes ○ Funding Source? Unrestricted <ul style="list-style-type: none"> ○ Smartkey and Salary Object: <ul style="list-style-type: none"> Smartkey: 1380001 Salary Object 1240 Contract Noninstr, Admin ○ Annual Salary at Step B: (Grade 10, Step B) \$123,264 ○ |
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