

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, MATHEMATICS, ENGINEERING AND SCIENCE ACHIEVEMENT (MESA)-SCIENCE, TECHNOLOGY, ENGINEERING AND MATH (STEM) PROGRAMS AND PARTNERSHIPS

RANGE: 28

DISTRICT VALUES

Southwestern College is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

SWC employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the general direction from the Dean, School of Mathematics, Science, and Engineering, plans, organizes, manages, and provides administrative direction and oversight of the operations, instructional support, and student support services for the Math, Engineering and Science Achievement-California Community College Program (MESA/CCCP) and Science, Technology, Engineering, and Math (STEM) Partnerships; facilitates, develops, implements, and evaluates assigned programs, services, and activities; serves as the primary contact person and representative of the District for assigned programs; manages the effective use of District and program resources to improve organizational productivity and student success; provides highly responsible and complex administrative support to the Dean, School of Mathematics, Science, and Engineering, other District staff, boards, and committees in areas of expertise; and performs related work as required. Exercises supervision over technical and administrative support staff. Provides functional direction to instructional support instructors, student workers, and hourly staff.

DISTINGUISHING CHARACTERISTICS

The Director, MESA-STEM Programs and Partnerships is an academic director classification that oversees, directs, and participates in the functions, operations, programs, and activities of MESA-STEM Programs and Partnerships, including short-and long-term planning and development, administration of program policies, procedures, and services, outreach, partnership development, special projects, and grants management. This class provides assistance to the Dean, School of Mathematics, Science, and Engineering 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.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plans, organizes, directs, and provides administrative leadership for programs, activities, initiatives, and operations of the MESA-STEM programs and partnerships. **E**
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean, School of Mathematics, Science, and Engineering; directs the implementation of change. **E**
3. Oversees and participates in the development and administration of program budgets; participates in the forecast of additional funds needed for staffing, equipment, and supplies; monitors and approves expenditures; implements budgetary adjustments, as necessary; requisitions supplies and capital outlays. **E**
4. Selects, trains, motivates, and directs assigned program staff; evaluates and reviews work for acceptability and conformance with program standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; recommends discipline and termination procedures; responds to staff questions and concerns. **E**
5. Monitors changes in laws, regulations, and technology that may affect program operations; implements policy and procedural changes as required; attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of STEM Education and workforce development as it relates to the area of assignment. **E**
6. Recommends instructional support programs and student services offerings; facilitates new program and external community partnership development, student support services and other approaches to accelerating student progress; provides leadership and coordination of activities that promote short and long-term student success. **E**
7. Provides leadership for and management of the development and implementation of a comprehensive fund development program/plan for the assigned programs, including an annual giving program, private solicitation program, and special events. **E**
8. Oversees the development and preparation of program related new and renewal grant proposals; provides oversight of grant funded programs and activities of the assigned programs; serves as principal and/or co-principal investigator for grants related to assigned programs. **E**
9. Works with the District's Grants Office to identify and apply for federal, state, and private funding opportunities; prepares and submits grants as individual program and/or in collaboration with faculty, departments, and partner organizations. **E**
10. Assists in the development, publication, and distribution of promotional and procedural brochures in accordance with established procedures. **E**
11. Compiles and submits accurate and timely data for accountability and assessment purposes, including expenditure data, performance data, student progress and participation data, and information pertaining to planning and assessment. **E**
12. Advocates for students in the college transfer process; assists in petition process at transfer institutions, as needed; develops workshops to meet needs of Mathematics, Science, and Engineering students

intending to transfer; matches students with faculty mentors at transfer institution; facilitates development of networks of transfer students; assists students in application process for transfers, internships, and financial aid. **E**

13. Establishes and maintains relationships with District officials, community leaders, various industries, organizations, and public agencies; encourages participation, stimulates engagement, and coordinates assigned programs and activities. **E**
14. Provides accurate reporting of program data including expenditures, annual plan, governance plan, assessment plan, and performance reports to state regulatory agencies. **E**
15. Prepares, reviews, and presents staff reports, various management and information updates to District staff, boards, and committees, and reports on special projects as assigned by the Dean, School of Mathematics, Science, and Engineering. **E**
16. Performs related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student access.
- Principles and practices of grant funding, including techniques and methods of researching grant opportunities, maintaining funding from external agencies, and complying with reporting requirements.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Principles and practices of strategic plan development.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- Techniques for providing a high level of customer service by effectively dealing with students, staff, faculty, representatives of outside organizations, the public, vendors, contractors, and District staff including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Deliver formal and influential presentations.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.

- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

EDUCATION AND EXPERIENCE

Master's Degree **AND** one (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office environment with frequent interruptions and distractions, extended periods of time viewing a computer monitor, and possible exposure to dissatisfied individuals. Moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach overhead, above shoulders or horizontally, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and dexterity of hands and fingers and fine coordination including use of a computer keyboard and audio visual equipment; and hearing and speaking to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Created: April 2002

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Johnson & Associates

Revised: September 2018

Koff & Associates

Revised: July 2024

Gallagher (formerly Koff & Associates)

Revised: January 2025

Southwestern Community College District