

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR of MATHEMATICS, ENGINEERING, SCIENCE ACHIEVEMENT (MESA)

POSITION DESCRIPTION

The Director of Mathematics, Engineering, Science Achievement (MESA) is responsible for planning, implementing, supervising, and evaluating the MESA Program and related Science, Technology, Engineering, and Mathematics (STEM) academic support initiatives.

The incumbent oversees day-to-day MESA Center operations; coordinates student support services; ensures compliance with statewide MESA requirements; manages staffing, budgets, and grants; and contributes to institutional goals aligned with the College's mission, vision, and values.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from area vice president or designee. The incumbent is expected to work independently, exercising professional judgment and initiative to achieve departmental goals.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS

The duties listed are intended to provide examples of the types of work performed and are not intended to be an exhaustive list of all responsibilities. The District reserves the right to modify or assign additional duties consistent with the classification.

The following duties are representative of the essential functions of this position:

1. Supervise and evaluate faculty and staff within the area of responsibility, supervise workload, provide in-service training, and resolve conflicts. This responsibility includes planning, organizing, staffing, leading, coordinating, and controlling the activities of the assigned programs, including, but not limited to, all aspects of the MESA Program and related STEM success initiatives.
2. Develop and implement program goals, policies, procedures, and evaluation processes.
3. Assists in the preparation, submission, and administration of the department budget; research grant opportunities including but not limited to the application, reporting, and submission of grant funding documents.
4. Maintain communication and collaboration with STEM faculty, student support units, department chairs, and statewide MESA leadership to ensure alignment of program goals and activities; coordinate and support the consistent and effective implementation of statewide MESA guidelines, ensuring to standards and promoting program success across all participating entities.
5. Oversee tutoring, supplemental instruction, and academic enrichment programs to enhance student achievement. Coordinate academic advising, career exploration, and transfer preparation services to support student progression, persistence, and completion of educational and career goals.
6. Support student access to admissions, financial aid, scholarships, and internships; ensure compliance with eligibility, tracking, and reporting requirements; and develop partnerships with schools, universities, industry, and community organizations.

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7. Coordinate internships, field trips, guest speakers, and experiential learning opportunities to enhance student engagement. Recruit students and represent MESA at outreach events, as well as at district and community meetings, to promote program awareness and participation.
8. Prepare and submit accurate and timely internal and statewide MESA reports. Ensure compliance with all applicable state, federal, district, and MESA requirements. Present and maintain required program records, documentation, updates and reports to stakeholders to support transparency, accountability, and informed decision-making.
9. Develop, implement, and maintain policies, procedures, and recordkeeping systems to ensure compliance with all grant requirements, including federal and state regulations, as well as District policies and procedures. Research funding opportunities; prepare, write, and submit grant proposals; and manage awarded grants to ensure proper administration, reporting, and alignment with program objectives.
10. Collect, analyze, and interpret program data to evaluate effectiveness and support continuous improvement.
11. Provide direct supervision, coaching, and professional development to assigned staff and student workers; conduct formal performance evaluations and recommend disciplinary actions in accordance with District policies and collective bargaining agreements.
12. Chair or Co-Chair assigned governance committees to create policies and standards for data quality, access, and usage
13. Develop, monitor, and administer program budgets to ensure efficient use of resources and alignment with program goals and funding requirements. Prepare and submit accurate and timely performance, financial, and compliance reports to support accountability, transparency, and adherence to applicable regulations.
14. Participate in ongoing professional development.
15. Perform other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Strategic planning, curriculum development, program review, and student learning outcomes assessment.
- Enrollment management, institutional research, and the use of data and technology for planning and continuous improvement.
- Academic support services and learning resources, including tutoring, coaching, Library and Learning Resources operations, and educational technologies.
- Accreditation standards, fiscal and grant management, and resource allocation.
- Education Code, Title 5, and other federal, state, and local regulations affecting higher education.
- Personnel supervision, professional development, and practices that support equity, inclusion, and student success.
- Shared governance, effective communication, conflict resolution, and collaborative leadership practices.
- Trends and innovations in higher education and student services.
- Build and maintain respectful, collaborative relationships with individuals from diverse backgrounds.

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- Identify issues proactively and implement practical, timely solutions with sound judgment and minimal supervision.
- Modern office procedures, methods, and equipment including computers and applicable software.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Interpret, apply and explain complex and technical District policies and procedures, State and federal laws and regulations related to assigned programs.
- Maintain regular, reliable, and punctual attendance consistent with District standards and operational needs.
- Communicate clearly, concisely, effectively and professionally, both verbally and in writing, with employees and District leadership and stakeholders, especially during stressful situations; de-escalate difficult customer interactions with empathy and tact.
- Establish and maintain cooperative and effective working relationships with others; work independently, confidentially, organize work to meet schedules, timelines and with minimal direction; exercise tact and diplomacy when handling sensitive or confidential matters.
- Maintain accurate, complete records and files; prepare comprehensive reports, and learn about District organization, operations, policies, and objectives.
- Supervise, coach, evaluate and motivate a team of professionals and foster a collaborative, customer-focused team culture, and inclusive work environment.
- Plan, organize, direct, and evaluate educational programs, services, operations, and personnel to meet institutional goals and evolving needs.
- Interpret and apply laws, regulations, policies, and procedures, and maintain up-to-date knowledge of relevant legal and educational standards.
- Analyze problems, assess options, and implement effective solutions using sound judgment and strategic thinking.
- Develop, manage, and monitor budgets, timelines, and resource allocations, including grants and special projects.
- Collaborate across departments and governance groups to promote shared decision-making, consensus building, and student-centered innovation. Utilize technology and data to support planning, evaluation, and continuous improvement in educational services.

MINIMUM QUALIFICATIONS

The Desert Community College District has established the following hiring criteria for all educational administrative positions:

Minimum qualifications for service as an Educational Administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master's degree; and

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- One year of formal training, internship, or leadership experience in delivering to students' academic services aimed at improving academic, study, test taking, and other skills where the students are majoring in mathematics-based fields.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

WORKING CONDITIONS

Environment: District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; requires some evening and weekend responsibility; occasional travel to other locations to attend meetings or conduct work. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift (up to 20 pounds), carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others.

EMPLOYMENT STATUS

Educational Administrator
Leadership Certificated Salary Schedule: Range 9

Personnel Management Committee Review: June 15, 2026
Board Approved: June 25, 2026