Foothill-De Anza Community College District

Dean, Faculty and Staff

College: Foothill College

Date: June 2002

POSITION PURPOSE

Reporting to the President of Foothill College, oversees staff development activities, multi-cultural programs, the faculty and administrator evaluation processes; supervises the Dean of Adapted Learning and Disabled Services and the Dean of Middlefield Campus; and serves as college ombudsperson.

KEY DUTIES and RESPONSIBILITIES

1. Provide leadership in staff development, including, but not limited to workshops, new faculty orientation, classified staff development, and administrative retreats.

2. Coordinate faculty hiring process; coordinate faculty and administrator evaluation process; coordinate professional growth and achievement award systems; and coordinate allocation of faculty offices.

3. Coordinate and oversee all phases of the Tenure Review Process for new faculty including supervision of the Tenure Review Coordinator.

4. Provide leadership and supervision for the Adapted Learning and Disabled Services Division and the Middlefield and Evening Campus; promote the development of new programs and services in areas of supervision and the revision/redirection of existing programs and services to meet student needs; supervise the Dean of Adapted Learning and Disabled Services and the Dean of the Middlefield and Evening Campus; oversee the supervision of other division faculty and staff

5. Supervise and manage a variety of budgets; ensure fiscal solvency of programs under supervision.

6. Meet with the faculty to resolve problems; facilitate non-contractual faculty and staff employee relations issues.

7. Oversee formal student grievance process.

8. Inform and advise the president and deans of the college's mission.

9. Coordinate diversity programs for the college in consultation with the President; implement the District's Equal Opportunity plan; coordinate training for Equal Opportunity representatives and assign Equal Opportunity representatives to search and selection committees.

10. Serve on the Professional Development Leave Committee and other relevant campus and district committees.

11. Serve as Americans with Disabilities Act (ADA) compliance officer for Foothill College.

12. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.

13. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

14. Perform other related duties as assigned.
EMPLOYMENT STANDARDS

Knowledge:

1. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Title V, Education Code, ADA, Board Policy,
2. Bargaining Agreements with FA, SEIU, CSEA and Teamsters as well as the AMA Handbook.
3. Knowledge of Foothill College governance policies.
5. State Chancellor’s Office policies and procedures.
6. District policies and procedures.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious backgrounds, and sexual orientation of community college students and staff.
2. Communicate effectively both orally and in writing, including writing complex proposals.
3. Strong supervisory skills.
4. Public speaking and conflict resolution skills.
5. Interpersonal skills for interaction with a broad range of employees and students.
6. Proven leadership and management.
7. Computer literacy, skilled in the operation of commonly used software, including Internet communication skills.
8. Organizational, time management, and problem solving abilities.

Education and Experience:

1. Master’s Degree required.
2. One year of administrative experience/program leadership required; 3 to 5 years of progressively responsible administrative experience preferred
3. Experience as a faculty or staff member at a college or university, preferably a California Community College.

Working Conditions:

1. Typical office environment

Date Approved:
Grade: K
EEO-Category: H-11