POSITION PURPOSE

Reporting to the Dean of Faculty and Staff, coordinates instruction, student services, and administrative support to Middlefield. Areas include: registration, counseling, EOPS, financial aid, career center, cooperative education, transfer center, tutorial support, learning resources, health, food, multi-media, and faculty and student support services.

NATURE and SCOPE

The Dean of Middlefield supervises three Administrative Assistants, an Admissions and Records Coordinator, a Campus Supervisor, a Secretary, and counselors.

This position is responsible for developing and facilitating budget allocations; recommending classified personnel hiring; developing and coordinating instructional programs with appropriate division deans; establishing business hours for the Middlefield Campus; supervising and evaluating classified staff; and developing new programs with community agencies.

KEY DUTIES and RESPONSIBILITIES

1. Lead, develop, and implement off-campus; ensure appropriate support services for students are in place at off-campus sites.

2. Plan and develop curriculum and course offerings with division deans to fully utilize facilities.

3. Supervise staff to ensure appropriate support services to faculty and students, and to insure efficient use of facilities.

4. Coordinate, maintain, and upgrade Middlefield facilities and capital equipment in support of various educational programs.

5. Project and administer budgets.

6. Assist in evaluating the operations and activities of on and off-campus programs; recommend improvements and modifications to the Dean of Faculty and Staff.

7. Work cooperatively with all college divisions and departments to facilitate effective programs and activities.

8. Administer entrepreneurial programs that support Foothill College’s academic programs.

9. Provide strategic direction for marketing activities.

10. Interact with students, faculty, public, and staff in the resolution of problems arising.

11. Assure inclusion of cultural activities to enhance a diverse environment for students.

12. Oversee general functions including: payroll distribution, key distribution, instructional supplies distribution, etc.; select, train, and supervise both permanent and temporary staff.

13. Prepare and maintain a variety of reports, records, and files related to the operation and activities; maintain records from which trends in the operation can be predicted.
EMPLOYMENT STANDARDS

Knowledge:

1. Personnel management.
2. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as FA and SEIU Agreement, OSHA regulations, Title V, and Education Code.
3. Computer technology.
4. Legal parameters in leases, MOU’s, etc.
5. District and college policies and procedures.
6. College governance policies.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Proven management skills.
5. Entrepreneurial or fund raising skills
6. Excellent supervisory and leadership skills preferred.
7. Persuasive and cooperative skills preferred.

Education and Experience:

1. Advanced degree in a related field.
2. Minimum 3 years in successful supervisory position, preferably in California community college.
3. Ability to raise funds and write grant proposal beyond Fund 14 allocations.
4. Experience developing Agreement or Memoranda of Understanding with community agencies, schools or businesses.
5. Experience working in high school environment or with at-risk students preferred.

Working Conditions:

1. Typical office environment.

Date Approved: Revised January 2002
Grade: J
EEO-Category: AH-11