Foothill-De Anza Community College District  
Division Dean, Business and Computer Systems  

College:  De Anza  
Date:  February 1996

POSITION PURPOSE

Reporting to the Provost of Science and Technology, organizes and coordinates all divisional programs, including class schedule oversight, budget allocation, and staffing; and provides leadership for formulating and implementing divisional goals and objectives.

NATURE and SCOPE

The Dean of Business/Computer Systems Division supervises full-time Faculty, part-time Faculty, Secretary III, Computer Lab Instructional Coordinator, and Instructional Associate.

This position is responsible for developing and allocating budget funds.

KEY DUTIES and RESPONSIBILITIES

1. Oversee quarterly class schedules.
2. Evaluate certified and classified staff and make subsequent recommendations for promotion, tenure, permanent employment, professional recognition or dismissal.
3. Oversee the division budget and track expenditures.
4. Teach classes.
5. Resolve interpersonal problems between students, faculty and staff.

EMPLOYMENT STANDARDS

Knowledge:

1. Management and business fields.
2. District procedures and policies.
3. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as SEIU, Faculty Association Contract, Education code, Title V, OSHA, and ADA.
4. Computer hardware and software programs.
5. Personnel management.
6. Foothill 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. Strong supervisory skills.

4. Public speaking, problem solving, and interpersonal skills.

5. Proven leadership and management skills.

**Education and Experience:**

1. Advanced degree.

2. 3 years teaching experience in discipline.

3. 2 years management in community college system.

4. Successful experience in budgeting and personnel supervision.

5. Community college administrative leadership training preferred.

**Working Conditions:**

1. Typical office environment; subject to travel to conduct work

Date Approved:
Grade: K
EEO-Category: H10