Division Dean, Computer Technology and Information Systems

College: Foothill

DATE: February 1996

POSITION PURPOSE

Reporting to the Dean of Instruction and Institutional Research, plans and directs the operation of the computers, technology, and information systems; develops both on and off-campus budgeting; oversees lab maintenance and development; evaluates faculty and staff; and coordinates inspirational technology programs with other discussions.

NATURE and SCOPE

The Division Dean of CTIS supervises approximately 43 full- and part-time faculty, and classified employees.

This position is responsible for developing budget and allocation needs; purchasing software and hardware; developing new instructional programs; and assigning subordinate duties.

KEY DUTIES and RESPONSIBILITIES

1. Develop and maintain curriculum schedules and instructional laboratories.
2. Maintain a quarter-time instructional load in division.
3. Hire and evaluate faculty and resolve student complaints.
4. Implement District- and college-wide practices and procedures regarding personnel within the Division, safety, payroll, etc.

EMPLOYMENT STANDARDS

Knowledge:

1. District safety policies.
2. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Title V, Education Code, OSHA, SEIU.
3. Personnel management.
4. Foothill college governance policies.
5. District policies and procedures.
6. Industry and business needs.
7. Interactive, multi-media and networking technologies preferred.

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. Ability to deliver rapidly new curriculum and course offerings.

4. Strong supervisory skills.

5. Proven leadership and management.


**Education and Experience:**

1. Community college experience.

2. Demonstrated technical expertise preferred.

3. Varied program development experiences preferred.

**Working Conditions:**

1. Typical office environment

---

Date Approved:
Grade: J
EEO-Category: H10