Foothill-De Anza Community College District

Division Dean, Language Arts - De Anza

College: De Anza

POSITION PURPOSE

DUTIES AND RESPONSIBILITIES OF THE POSITION:

1. The Dean organizes and coordinates all divisional programs including class schedule oversight, budget allocation, staffing, and provides leadership for formulating and implementing divisional goals and objectives such as student success and equity.
2. The Dean evaluates faculty and staff and makes subsequent recommendations for promotion, tenure, permanent employment, professional recognition or dismissal.
3. The administrative assignment includes teaching duties in the individual's teaching discipline and serving as a member of campus and district committees as appropriate.
4. The division consists of the following: English, English as a Second Language, Speech Communications, Reading, Technical Communication, Journalism, Readiness, Tutorial/Skills and a computer lab that supports these departments. In addition, the Dean chairs the Division Council, consisting of department chairs and division academic senators.

KNOWLEDGE:

1. Knowledge and abilities in a broad range of approaches to teaching and learning and the ability to infuse multicultural perspectives into the curriculum.
2. Teaching methods for college courses in a discipline within the division.
3. Leadership and management skills in multicultural environments.
4. Standard budgeting, program planning and management practices
5. Uses of technology in the classroom

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. Ability to work collaboratively with faculty and staff in developing and maintaining programs.
3. Ability to communicate effectively orally and in writing, including complex proposals and presentations.
4. Public speaking, problem solving and interpersonal skills with a culturally diverse community, staff, and student body.
5. Ability and commitment to work in a shared governance environment, recognizing the need for consensus in the decision making process.

EDUCATION AND EXPERIENCE:

1. Master's degree in a discipline within or related to the division, or the equivalent.
2. One year of administrative experience, formal training, internship or leadership in an area related to Language Arts.

Range: K
EE0 Category: H-10