POSITIVE PURPOSE

Reporting to the Dean of Instruction and Technology, oversees the daily operations of four major departments and programs; teaches classes; develops new programs and curriculum; and writes faculty and staff evaluations.

NATURE and SCOPE

The Division Dean of Language Arts supervises the Division Secretary, Instructional Associates, Lab Director, full-time Faculty, and part-time Faculty.

This position is responsible for scheduling classes and labs; budgeting for supplies, equipment and casual employees; evaluating teaching faculty and full-time staff; and hiring part-time staff.

KEY DUTIES and RESPONSIBILITIES

1. Oversee the departments of English, ESL, Foreign Language and Speech.
2. Supervise the following programs: Academic Skills, Japanese Cultural Center, Creative Writing conference, and Shakespeare in Ashland.
3. Hire and evaluate faculty and staff.
4. Develop a budget for the department.
5. Analyze the productivity for the department.
6. Teach 3 or more courses per year.
7. Develop new programs and curriculum.
8. Comply with relevant state, local, and federal regulations.

EMPLOYMENT STANDARDS

Knowledge:

1. Personnel management.
2. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Title V, Education Code, OSHA, SEIU.
3. Computers: commonly used software and communication mediums.
4. Foothill college governance policies.
5. 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 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. Proven leadership and management.

5. Public speaking and interpersonal.

6. Motivational and mediation skills preferred.

Education and Experience:

1. Advanced degree in a related field.

2. Community College experience or equivalent preferred.

3. Teaching experience preferred.


5. Experience in scheduling preferred.


7. Chair or coordinator of Department or Program preferred.

Working Conditions:

1. Typical office environment; the time commitment necessary to complete the minimum task for smooth operations of the Language Arts Division is between 60 to 80 hours per week.

Date Approved:
Grade: J
EEO-Category: H10