POSITION PURPOSE

Reporting to the Provost, formulates and implements the division's goals and objectives in accordance with the college's goals. Provides vision and leadership for the community's educational needs vis-à-vis the social science division; leads the division faculty and staff; identifies new ideas and strategies for improving instructional programs; and mediates between faculty and higher administration.

NATURE and SCOPE

The Division Dean supervises the following personnel: Director Administration of Justice, Director California History Center, Coordinator of Anthropology, Coordinator of Economics, Coordinator of Geography, Coordinator of History, Coordinator of Humanities, Coordinator of Paralegal, Coordinator of Philosophy, Coordinator of Political Science, Coordinator of Psychology, Coordinator of Sociology, and Coordinator of Women's Studies.

This position is responsible for planning the schedule of classes; establishing “B” budget allocations; hiring part-time hourly assistance for faculty and staff; hiring part-time instructors; and requesting full-time positions from Program Review.

KEY DUTIES and RESPONSIBILITIES

1. Administration of students, faculty and staff
2. Instruction

EMPLOYMENT STANDARDS

Knowledge:

1. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as the Education code, OSHA, Title V.
2. Personnel management
3. Foothill college governance policies
4. Computers: commonly used software and communication mediums.
5. Instructional technology
6. Social sciences
7. District policies for hiring and evaluating hourly personnel.

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.


5. Proven leadership and management.

6. Computer skills including word processing and spreadsheets.

Education and Experience:

1. Advanced degree in one of the Social Sciences.

2. Extensive teaching experience at the lower-division college level.

3. Experience as an educational manager.

4. Experience in classroom instruction at the college level.

5. Experience in public relations preferred.

6. Experience in budget planning and allocating preferred.

Working Conditions:

Typical office environment.

Date Approved:
Grade: K
EEO-Category: H10