Foothill-De Anza Community College District

Vice President, Technology and Instruction

POSITION PURPOSE

Under the direction of the Vice President & Chief Instructional Officer, Educational Programs & Services, the Dean of Technology will provide strong leadership and vision in coordinating and directing all information technology functions at the college, including planning, budgeting, acquisitions, equipment repair, allocation of computer and communication services, training, and development.

KEY DUTIES and RESPONSIBILITIES

1. Serves as a catalytic force in formulating and implementing De Anza's technology goals and objectives as per the master plan for the Division and college.

2. Serves as an informed and knowledgeable resource to managers, staff and organization representatives regarding the college's use of information technology, including all telecommunications systems; voice communications, data communications, teleconferencing, video operations, computer conferencing and satellite communications.

3. Provides vision and follow-through in meeting the technology needs of the departments, division and learning community.

4. Leads faculty and staff efforts to improve teaching, learning and service to students through technology.

5. Oversees and leads implementation of the college's strategic plan for technology, including improvement of instruction and services via appropriate staffing, training, and hardware & software acquisitions, leasing, and equipment repair.

6. Confers with users and advises on procedures, methods, technical concerns and budgets.

7. Monitors regulatory changes and technology trends in order to forecast the impact of those changes/trends upon De Anza College.

8. Coordinates the college's computer and video operations to maximize the use of facilities and hardware.

9. Recommends, coordinates, writes and administers technology-based proposals and grants.

10. Supports, implements and promotes compliance with the District's Diversity Plan and Affirmative Action Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.

11. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.

12. Encourages open communication among peers, staff and students. Actively practices the principles of shared governance. Uses collaborative decision making in Technology operations.

13. Provides an environment, which focuses the Technology faculty and staff into a viable working force.
14. Provides vision and creativity in a cooperative environment.

15. Advocates for technology programs and services in all college learning communities.

16. Organizes and coordinates all technology services of the College (day, evening, weekend, on and off-campus).

17. Provides direct supervision to the Television Center staff, maintains high quality profile in open-access programming, teleconferencing, and campus television services; promotes cost-effective use of telecourses and ITFS options for staff development, and K-12 and university liaisons.

18. By direct supervision of the Office of Distance Learning, administers the development and delivery of high quality course offerings via video and other mediated modes of instruction.

19. By direct supervision of Audio Visual Services and non-instructional technical support such as network administration for the college, administers repair and maintenance of all computing and telecommunications systems not managed by District Data Services.

20. Serves as liaison with District Data Services in network administration, library automation, and management of the information systems for human resources, financial records and student records.

21. Serves as liaison with District Purchasing and with hardware and software vendors for campus technology equipment purchases.

22. Prepares cost/benefit analyses and a variety of management reports to assist the college in improving efficiency/productivity with appropriate technology.

23. Makes operational decisions within parameters prescribed for the position.

24. Prepares, edits, justifies, and monitors the college's technology budget and provides a system for the internal allocation and regulation of funds through requisitions and the internal adjustment of funds (including grant funds).

25. Supervises the program's classified staff.

26. Coordinates and conducts the programs' functions including regular program meetings.

27. In accordance with district hiring procedures, recruits, interviews and recommends candidates.

28. Communicates with faculty and staff regarding college and program technology-related procedures and regulations; involves faculty and staff in the decision-making process.

29. Participates in staff development programs designed for managers and seeks ways for continued planned professional growth.

30. Coordinates, designs, and supports opportunities for the technology-related development of faculty and staff.

31. In conjunction with faculty, reviews technology trends; identifies implications upon the division's goals and objectives, and implements a plan for action. With the Vice President, schedules and monitors comprehensive review of technology operations.

32. Engages in technology program development pertinent to student and community needs and consistent with the district/college/division's master plan goals and objectives.
33. Supports technology-based curricular and program matriculation with high schools, colleges, and universities.

34. Promotes faculty and staff personnel relations through the spirit of collegiality.

35. Provides for the orienting of new staff and faculty to the program.

36. Evaluates classified staff and makes recommendations for promotion, permanent employment, or dismissal.
37. Develops and promotes, with the administration and Faculty Senate, a program of staff development for the program.

38. Develops and maintains a close relationship with the community through advisory committees, etc.;

39. Promotes and implements fundraising activities to achieve the technology goals of the college.

40. Is visible and accessible to the community and sensitive to its educational needs.

41. Serves as a member of college and district instructional and student services committees such as the Deans’ Council, and Advisory Committees as appropriate and chairs the Technology Committee.

42. Plans for the development of technology-based facilities for the college.

43. Advises District Plant Services and Dean of College Services regarding technology problems within the campus.

44. Other duties as assigned by the Vice President or his/her designee.

EMPLOYMENT STANDARDS

Knowledge:

1. Quality principles of trust, teamwork and collaboration.
2. Principles and practices of higher education organizations and structures.
3. Principles of leadership, management, and supervision.
5. Concepts and principles of student learning.

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. Implement concepts of shared governance.
3. Develop and implement strategic planning processes.
4. Communicate effectively orally and in writing.
5. Work effectively with diverse students, staff, faculty and administrators individually and as team members.
6. Interpret and apply rules, regulations, policies and procedures.
7. Represent and promote the interests of the division in the administration of the college and the district.

8. Provide leadership to a diverse group of faculty and staff.

9. Handle difficult and sensitive issues and problems and resolve conflicts.

10. Train, assign, supervise, evaluate and develop staff.

Education and Experience:

1. One year of administrative experience, formal training, internship or leadership in an area related to technology.

2. College or industry experience in technology planning.

3. Technical background in digital communications: voice, video and data.

4. Familiarity with network administration.

5. Proven ability to work with vendors and the business community.

6. Track record of success in working with people of diverse backgrounds and cultures.

7. Skills in team leadership and decision-making.

8. Experience with telecommunications, including teleconferencing.

9. Experience in distance learning, both development and delivery.

10. Leadership experience in a higher education setting.

11. Master's Degree from an accredited institution in Instructional Technology, Computer Information Systems, Telecommunications or a related area required.

Working Conditions:

Typical office environment

Range: G
EEO-Category: