



**DIVISION DEAN, BIOLOGICAL, HEALTH AND ENVIRONMENTAL SCIENCES**

**DEPARTMENT:** Biological, Health and Environmental Sciences

**COLLEGE:** De Anza

**SALARY GRADE:** [A2/A3 - K](#)

**POSITION PURPOSE:**

Reporting to the Vice President of Instruction, provides vision and organizational leadership for the Biological and Health Sciences, Vocational Education and Workforce division; responsible for the vision, leadership, curriculum quality and class scheduling, personnel management and financial accountability of the Division to serve students needs and interests.

**NATURE and SCOPE:**

The Dean of Biological and Health Sciences, Vocational Education and Workforce oversees the Biological Sciences, Environmental Sciences, Nursing departments. The Dean also oversees the Physical Therapist Assistant Program, the Health Technologies Program, the Occupational Training Institute (OTI), and the Workforce Education Program. This position is also responsible for developing and administering budgets.

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Provide vision, leadership, long-range planning, and direction for the Biological, Health and Environmental Sciences Division and the College's vocational education, Workforce Investment Act, workforce training, and development programs.
2. Represent and advocate for the academic, vocational, and workforce development, investment, and training programs at the College and District levels.
3. Lead, develop, coordinate, and market all programs in the division, including vocational education and workforce training programs.
4. Lead and advocate for vocational and workforce education programs at the college, district, regional, statewide, and national levels.
5. Encourage and facilitate open communication among peers, staff and students; resolve interpersonal problems between students, faculty, and staff.
6. Responsible for the administration and supervision of faculty, including non-teaching faculty, classified staff assignments, evaluations, teaching loads, recommendations for promotion, tenure, permanent employment, professional achievement award, or dismissal.
7. Communicate with and advise the faculty and staff regarding college and division procedures and regulations; involve faculty and staff in the decision-making process.
8. Coordinate, design, and support opportunities for development of faculty and staff; develop trainings for faculty and staff to ensure that advances in educational technology and methods of delivery are an integral part of the curriculum.
9. Chair and manage the Workforce and Community Education Planning and Budget Team.
10. Develop and administer the annual division budget.

11. Lead and develop all fundraising efforts; ensure compliance with contracts and public and private grants.
12. Coordinate all reporting related to classes, personnel, students, budgets, and facilities and equipment.
13. Responsible for curriculum and course scheduling activities.
14. In collaboration with faculty, reviews curriculum and enrollment trends; identify implications upon the division's goals and objectives, and implement a plan for action.
15. Collaborate with other administrators, supervisors, and instructional faculty to develop and coordinate programs and services across the campus and curriculum to meet the needs of a diverse student population.
16. Collaborate with external agencies, advisory bodies, accrediting commissions, and other organizations related to the division's programs and services.
17. Represent the division in an administrative capacity as assigned.
18. Participate in college-wide planning initiatives and activities.
19. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
20. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
21. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Interest in students and ability to understand student issues and concerns.
2. Budget development, personnel selection and program evaluation.
3. Departmental procedures, practices and policies.
4. Curriculum development.
5. College governance policies.
6. District Mission and Values.
7. Quality principles of trust, teamwork and collaboration.
8. Principles and practices of higher education organizations and structures.
9. Principles of leadership, management, and supervision.
10. Concepts and principles of student learning.
11. Computers: Word, Word Perfect, technological communication tools.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Supervise and/or manage a complex student services program serving a diverse student population.
4. Lead, advocate and network in the interest of the Division.
5. Strong supervisory skills.
6. Proven leadership management.
7. Handle difficult and sensitive issues and problems and resolve conflicts.

8. Motivational and mediation skills preferred.

**Education and Experience:**

1. Master's degree from an accredited institution in a discipline within or related to the division or the equivalent.
2. Three years of administrative experience, formal training, internship, or leadership in an area related to transfer and vocational education or workforce training.

**Preferred Qualifications:**

1. Teaching experience in one discipline within the division.
2. Experience in supervision or coordinating academic and/or workforce education programs.
3. Experience in financial and personnel management.
4. Fundraising experience.

**WORKING CONDITIONS:**

**Environment:**

1. Typical office environment; subject to travel to conduct work

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: July 2004

Ed Code: H-10

Creditable Service: STRS