



FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity Administrator Job Description

DIVISION DEAN, CREATIVE ARTS

DEPARTMENT:

COLLEGE: De Anza

SALARY GRADE: A2/A3 - J

POSITION PURPOSE:

Reporting to the Provost, Arts, Letters and Social Sciences. The position includes leadership of the division and 35% teaching duties in the individual's teaching discipline. The Creative Arts Division consists of the following departments and programs: Art, Film/Television, Music, Photography, Dance/Theater, and the Euphrat Museum of Art.

NATURE and SCOPE:

The Dean of Creative Arts supervises full and part-time faculty, classified staff and hourly employees.

KEY DUTIES and RESPONSIBILITIES:

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

1. Provides vision, creativity, and leadership to the division as it meets the educational needs of the departments, division and learning community.
2. Serves as a catalytic force in formulating and implementing the division's goals and objectives as per the division's and college's master plan.
3. 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.
4. 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.
5. Encourages and facilitates open communication among peers, staff and students. Actively practices the principles of shared governance. Uses collaborative decision making in Creative Arts Division programs and services.
6. Encourages an environment, which focuses the division's staff into a viable working force.
7. Supports and serves as an advocate for programs and services provided by the division, learning community, and college.
8. Furthers the development of teaching and learning in the Creative Arts Division.
9. Organizes and coordinates all courses, services and programs of the Creative Arts division (day, evening, weekend, on and off-campus).
10. Is responsible for the preparation of a student-centered class schedule; prepares class schedules including summer.

11. Makes operational decisions within parameters prescribed for the position.
12. Acts as a liaison between various groups of faculty, staff, students and the administration.
13. Prepares, edits, justifies, and monitors the division's budget and provides a system for the internal allocation and regulation of funds through requisitions and the internal adjustment of funds (including grant funds).
14. Supervises the division's faculty and classified staff.
15. Coordinates and conducts the division's functions, including regular division meetings, absence of personnel, etc.
16. In accordance with district hiring procedures, recruits, interviews and recommends candidates.
17. Encourages collaboration among various departments and programs within and outside the division and learning community.
18. Coordinates needs of the division with counseling and other student services.
19. Communicates with and advises the faculty and staff regarding college and division procedures and regulations; involves faculty and staff in the decision-making process.
20. Participates in staff development programs designed for managers and seeks ways for continued planned professional growth.
21. Coordinates, designs, and supports opportunities for development of faculty and staff.
22. In conjunction with faculty, reviews curriculum and enrollment trends; identifies implications upon the division's goals and objectives, and implements a plan for action. With the Provost, schedules and monitors comprehensive review of division programs and services.
23. In cooperation with faculty, plans, develops and provides for revision of curriculum, including interacting and collaborating with other college programs where appropriate.
24. Engages in program development pertinent to student and community needs and consistent with the district/college/division's master plan goals and objectives.
25. Develops and promotes excellent teaching and service.
26. Supports curricular and program articulation with high schools, colleges, and universities.
27. Promotes collegial relations between faculty and staff.
28. Provides for the orienting of new staff and faculty to the division.
29. Evaluates faculty and classified staff and makes recommendations for promotion, tenure, permanent employment, professional achievement award, or dismissal.
30. Develops and promotes, with the administration and Faculty Senate, a program of staff development for the division.
31. With faculty, staff and students as appropriate, recruits, interviews, and recommends candidates for employment.

32. Participates in staff development programs designed for district/college administrators and seeks ways to achieve continued and planned professional growth.
33. Develops and maintains a close relationship with the community through advisory committees, etc.
34. Promotes and implements fundraising activities to assist the division in achieving goals.
35. Develops and implements a marketing and promotion plan for the division in consultation with faculty, staff, students, community members and the college's Director of Marketing & Communications.
36. Is visible and accessible to the community and sensitive to its educational needs.
37. Serves as a member of college and district instructional and student services committees, such as the Deans' Council, the Curriculum and Policy Committee, and Advisory Committees as appropriate.
38. Plans for the development of facilities for the division.
39. Advises District Plant Services and Dean of College Services regarding facilities problems within the division.
40. Perform other related duties as assigned.

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.
4. Mission and goals of community colleges.
5. Concepts and principles of student learning.

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. 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 creative arts.
2. Post-secondary administrative experience preferably at dean level.
3. Two years of high school or post-secondary teaching experience in a discipline within the division.
4. Community college teaching experience in a discipline within the division.
5. Track record of successful program or curriculum development and academic master planning.

6. Experience managing personnel.
7. Experience in scheduling personnel and facilities.
8. Master's Degree from an accredited institution required in one of the disciplines within the Creative Arts Division, i.e., Art, Theater, Dance, Music or Film TV or the equivalent.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

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: August 1999

Ed Code: H-10

Creditable Service: STRS