



DIVISION DEAN, FINE ARTS, COMMUNICATION AND KINESIOLOGY & ATHLETICS

DEPARTMENT: Fine Arts, Communication and Kinesiology & Athletics

COLLEGE: Foothill

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

POSITION PURPOSE:

Reporting to the Dean of Instruction & Technology and Dean of Educational Resources, implements and facilitates the delivery of educational services to students in the Fine Arts & Communications Division's departments; hires, evaluates, budgets, schedules, monitors and analyzes enrollment, productivity, recruitment, arbitration of conflicts, and compliance with legal obligations. In addition, the Division Dean of Fine Arts & Communications teaches 25% of a full-time load minimum.

NATURE and SCOPE:

The Division Dean of Fine Arts & Communications supervises approximately 100 full- and part-time faculty, classified staff, temporary and student employees, and volunteers.

This position is responsible for developing the budget and allocating funds; resolving conflicts; scheduling classes; determining the content of evaluations; assigning faculty; and providing answers to student problems.

KEY DUTIES and RESPONSIBILITIES:

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

1. Motivates and evaluate faculty and staff. Deal with conflicts to remove impedance.
2. Teach classes as assigned.
3. Develops and monitor budgets and expenditures, including addressing needs of facilities and equipment.
4. Communicates College mission and policies from top administration to faculty and students, and communicate faculty and student needs and concerns to top administration.
5. Participates in a variety of College and Division committees, and work on fund-raising and marketing activities.
6. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Marketing and fund raising.
2. Working knowledge of all applicable laws, regulation, guidelines, and contracts, such as Title V, Education Code, state and local regulations, FA, CSEA and SEIU contracts.
3. Accredited tuition program guidelines for safety regulations (OSHA).
4. California Community College System.
5. Technical knowledge in each discipline of fine arts preferred.
6. Personnel management.
7. Foothill college governance policies.
8. Computers: commonly used software and communication mediums.

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.
3. Current computer hardware and software skills.
4. Proven leadership and management.
5. Interpersonal skills.
6. Strong supervisory, Problem solving, Public speaking skills.

Education and Experience:

1. Advanced degree in Fine Arts or other related field.
2. Administrative experience including marketing and fundraising.
3. Experience supervising or managing people.
4. Demonstrated success in art.
5. Successful experience in administrating of arts organizations.

Preferred Qualifications:

1. Experience in arts education.
2. Administration of arts organizations in the private sector.

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: February 1996; Revised: August 2014

Ed Code: H-10

Creditable Service: STRS