



FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity Administrator Job Description

DIVISION DEAN, LANGUAGE ARTS AND LEARNING RESOURCE CENTER

DEPARTMENT:

COLLEGE: Foothill

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

POSITION PURPOSE:

Reporting to the Vice President of Instruction and Institutional Research, oversees the daily operations of four major departments and programs and the Learning Resource Center (LRC); teaches classes; develops new programs and curriculum; and writes faculty and staff evaluations.

NATURE and SCOPE:

The Division Dean of Language Arts supervises the Division Administrative Assistant, Instructional Associate, Senior Library Technicians, Tutorial Center Director, full-time faculty, and part-time faculty.

This position is responsible for scheduling classes and labs; budgeting for supplies, equipment and casual employees; evaluating teaching faculty and full-time staff; and hiring part-time staff.

KEY DUTIES and RESPONSIBILITIES:

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

1. Oversee the departments of English, ESL, Foreign Language and Speech; take the lead in enrollment management.
2. Lead the Learning Resource Center (LRC); arrange schedules for staff and faculty.
3. Supervise the following programs: Academic Skills, Japanese Cultural Center, Creative Writing conference, and Shakespeare in Ashland.
4. Hire and evaluate faculty and staff.
5. Develop an manage division and departmental budgets.
6. Analyze the productivity for the department.
7. Teach three or more courses per year.
8. Develop new programs and curriculum.
9. Coordinate and communicate with other administrators, faculty, and staff about policies, procedures and practices within the Language Arts division and the LRC.
10. Comply with relevant state, local, and federal regulations.
11. Represent the Language Arts division and the LRC on numerous college-wide committees, including the College Curriculum Committee, the Transfer Workgroup, the LRC Imagineering Task Force, the Planning and Resource Counsel, and the Banner Core committee.
12. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Personnel management.
2. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Title V, Education Code, OSHA, collective bargaining agreements.
3. Computers: commonly used software and communication mediums.
4. Foothill college governance policies.
5. District policies and procedures.

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. Strong supervisory skills.
4. Proven leadership and management.
5. Public speaking and interpersonal.
6. 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. One year of administrative experience, formal training, internship, or leadership in a related area.

Preferred Qualifications:

1. Community College experience or equivalent.
2. Teaching experience.
3. Personnel management experience.
4. Experience in scheduling.
5. Experience in budgeting.
6. Chair or coordinator of Department or Program.

WORKING CONDITIONS:

Environment:

1. Typical office environment; the time commitment necessary to complete the minimum task for smooth operations of the Language Arts Division is between 60 to 80 hours per week.

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: June 2012

Ed Code: H-10

Creditable Service: STRS