DIVISION DEAN, SOCIAL SCIENCE AND HUMANITIES

DEPARTMENT:  
COLLEGE:  De Anza  
SALARY GRADE:  A2/A3 - K

POSITION PURPOSE:
Reporting to the Provost, formulates and implements the division’s goals and objectives in accordance with the college’s goals. Provides vision and leadership for the community’s educational needs vis-à-vis the social science division; leads the division faculty and staff; identifies new ideas and strategies for improving instructional programs; and mediates between faculty and higher administration.

NATURE and SCOPE:
The Division Dean supervises the following personnel: Director Administration of Justice, Director California History Center, Coordinator of Anthropology, Coordinator of Economics, Coordinator of Geography, Coordinator of History, Coordinator of Humanities, Coordinator of Paralegal, Coordinator of Philosophy, Coordinator of Political Science, Coordinator of Psychology, Coordinator of Sociology, and Coordinator of Women’s Studies.

This position is responsible for planning the schedule of classes; establishing “B” budget allocations; hiring part-time hourly assistance for faculty and staff; hiring part-time instructors; and requesting full-time positions from Program Review.

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

1. Administration of students, faculty and staff.
2. Instruction.
3. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as the Education code, OSHA, Title V.
2. Personnel management
3. Foothill college governance policies
4. Computers: commonly used software and communication mediums.
5. Instructional technology
6. Social sciences
7. District policies for hiring and evaluating hourly personnel.

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.
5. Proven leadership and management.
6. Computer skills including word processing and spreadsheets.

**Education and Experience:**

1. Advanced degree in one of the Social Sciences.
2. Extensive teaching experience at the lower-division college level.
3. Experience as an educational manager.
4. Experience in classroom instruction at the college level.

**Preferred Qualifications:**

1. Experience in public relations.
2. Experience in budget planning and allocating.

**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 Revised:
Ed Code: H-10
Creditable Service: STRS