



DEAN, Foothill – DE ANZA EDUCATION CENTER

DEPARTMENT: Office of Workforce Development

COLLEGE: Foothill

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

POSITION PURPOSE:

Reporting to the Vice President of Workforce Development and Institutional Advancement at Foothill College coordinates instruction, student services, and administrative support to Middlefield Campus until 2015 when the Foothill-De Anza Education Center at Onizuka opens. Responsible for developing an enrollment management plan that optimizes human, physical, and fiscal resources. Responsible for operations and personnel safety at the Foothill-De Anza Education Center. Responsible for coordination with the student services deans to provide registration, counseling, EOPS, financial aid, career and transfer center, tutorial support, learning resources, health, food, multi-media, and faculty and student support services. Coordinates with other colleges, De Anza College, and Mission College, for course scheduling, enrollment management and student support functions. In conjunction with the Director of Business and Education Partnerships coordinates extensively with local businesses, government and non-profits to facilitate providing education and training to meet their needs. Responsible for facility management, budgets and administration of personnel policies.

NATURE and SCOPE:

This position has primary responsibility for what occurs at Middlefield Campus and the Foothill-De Anza Education Center. Due to the nature of leading and managing an education center, this dean's position has a high degree of independence. Because of enrollment management responsibility this position must frequently collaborate with all other deans at Foothill College. This position is responsible for developing and facilitating budget allocations; recommending classified personnel hiring; developing and coordinating instructional programs with appropriate division deans; establishing business hours for the Middlefield Campus and the Foothill-De Anza Education Center; and supervising and evaluating classified staff. This position will work closely with local business, government and non-profit leaders.

The Dean, Foothill-De Anza Education Center supervises a Campus Supervisor, a Senior Program Coordinator, an Instructional Computer Laboratory Technician, and temporary workers as may be required. The Dean is responsible for the safety and welfare of all users of the Middlefield Campus and Foothill-De Anza Education Center.

KEY DUTIES and RESPONSIBILITIES:

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

1. Responsible for the leadership, vision and management for the Middlefield Campus and Foothill-De Anza Education Center.
2. Responsible to plan and coordinate to ensure availability of support services for students.
3. Responsible for enrollment management at the Middlefield Campus and Foothill-De Anza Education Center.
4. Responsible to plan and coordinate to ensure effective scheduling of courses through academic deans to effectively use faculty time and to fully utilize facilities.
5. Supervise staff to insure appropriate support services to faculty and students, and to insure safe and efficient use of facilities.
6. In case of emergencies, the dean serves as the college president's representative to make decisions for Middlefield Campus and the Foothill-De Anza Education Center.
7. Responsible to coordinate and establish working relationships with other colleges, local businesses, governments and non-profits.
8. Plan for the center's Emergency Planning and Preparedness. Coordinate with college wide crisis management administrator to provide training, written materials and opportunities for employees to participate in workshops and drills.

9. Responsible to project and administer budgets.
10. Lead or participate in various college, district-wide, regional meetings and/or committees for directors, managers, deans, learning communities, and task groups as required.
11. Manages the facilities at Middlefield Campus and the Foothill-De Anza Education Center.
12. Hires and evaluates faculty and staff, as required.
13. Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

1. Personnel management.
2. Facilities management.
3. Working knowledge of all applicable laws, regulations, guidelines, and collective bargaining agreements, OSHA regulations, Title V, and Education Code.
4. Computer technology.
5. District and college policies and procedures to include college governance policies.

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. Proven management and problem solving skills.
4. Entrepreneurial or fund raising skills
5. Excellent supervisory and leadership skills.
6. Persuasive and cooperative skills.

Education and Experience:

1. Master's degree.
2. One year of administrative experience, formal training, internship or leadership in any related field.

Preferred Qualifications:

1. Two or three year's management and supervisory experience, preferably in community college setting.
2. Teaching experience, preferably in community college setting.
3. Experience in budget management.
4. Experience in facility management.
5. Experience supervising, managing, coordinating or leading academic programs.
6. Experience with partnerships between business and education institutions.

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: October 2012
Ed Code: H-10
Creditable Service: PERS