



**DIVISION DEAN, BIOLOGY AND HEALTH SCIENCES**

**DEPARTMENT:**

**COLLEGE:** Foothill

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

**POSITION PURPOSE:**

Reporting to the Dean of Instruction and Institutional Research, oversees the Biology and Health facilities Division; supervises Primary Vocational Biology Programs; and maintains special requirements of student admission, the advisory board, Lab practices, hazard material standards, and the operations of 12 different programs.

**NATURE and SCOPE:**

The Division Dean of Biology and Health supervises the Programming Director, full-time Faculty, part-time Faculty, Instructional Associate, Secretary Programmer, and Laboratory Technical.

This position is responsible for scheduling; assigning faculty; overseeing the division's budget; hiring part-time faculty and casual employees; evaluating faculty; disciplining students; and administrating grants and state license.

**KEY DUTIES and RESPONSIBILITIES:**

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

1. Interface between staff and students.
2. Attend staff meetings.
3. Teach classes.
4. Evaluate faculty and staff.
5. Performs other related duties as assigned.

**EMPLOYMENT STANDARDS**

**Knowledge:**

1. Budget and finance.
2. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Title V, Education Code, and state and local regulations.
3. Accredited tuition program guidelines for safety regulations (OSHA).
4. California Community College System.
5. Personnel management.
6. Foothill college governance policies.
7. Allied Health Program standards and procedures preferred.
8. Campus Board Policy and District Procedures preferred.

**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 leadership and management.
4. Problem solving, public speaking skills.
5. Strong supervisory skills.
6. Interpersonal skills.

**Education and Experience:**

1. Advanced degree in biology or other related field.
2. Supervisory or Management experience.
3. Teaching experience.

**Preferred Qualifications:**

1. Management training.
2. Budgeting experience.
3. Experience in coordinating meetings.

**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

Ed Code: H-10

Creditable Service: STRS