



DIVISION DEAN, BUSINESS, COMPUTER SCIENCE AND APPLIED TECHNOLOGIES

DEPARTMENT:

COLLEGE: De Anza

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

POSITION PURPOSE:

Reporting to the VP of Instruction, organizes and coordinates all divisional programs, including class schedule oversight, budget allocation, and staffing; and provides leadership for formulating and implementing divisional goals and objectives.

NATURE and SCOPE:

The Division Dean of Business, Computer Science and Applied Technologies supervises full-time Faculty, part-time Faculty, Secretary III, Computer Lab Instructional Coordinator, and Instructional Associate.

This position is responsible for developing and allocating budget funds.

KEY DUTIES and RESPONSIBILITIES:

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

1. Oversee quarterly class schedules.
2. Evaluate certified and classified staff and make subsequent recommendations for promotion, tenure, permanent employment, professional recognition or dismissal.
3. Oversee the division budget and track expenditures.
4. Teach classes.
5. Resolve interpersonal problems between students, faculty and staff.
6. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Management and business fields.
2. District procedures and policies.
3. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as ACE, Faculty Association Contract, Education code, Title V, OSHA, and ADA.
4. Computer hardware and software programs.
5. Personnel management.
6. Foothill 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. Strong supervisory skills.
4. Public speaking, problem solving, and interpersonal skills.
5. Proven leadership and management skills.

Education and Experience:

1. Master's degree.
2. Three years teaching experience in discipline.
3. Two years management in community college system.
4. Successful experience in budgeting and personnel supervision.

Preferred Qualifications:

1. Community college administrative leadership training.

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: 2014

Ed Code: H-10

Creditable Service: STRS