



DIVISION DEAN, BUSINESS AND SOCIAL SCIENCES

DEPARTMENT:

COLLEGE: Foothill

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

POSITION PURPOSE:

Reporting to the Vice President of Technology and Instruction, provides vision and organizational leadership for the Business and Social Sciences Division; responsible for the vision, leadership, curriculum quality and class scheduling, personnel management and financial accountability of the Division to serve students needs and interests.

NATURE and SCOPE:

The Dean of Business and Social Sciences oversees the Accounting, Advertising, Anthropology, Business, International Studies, Child Development, Economics, Geography, History, Philosophy, Political Science, Psychology, Real Estate, Sociology, Social Science, Travel Careers, and Women's Studies departments. This position is also responsible for developing and administering budgets.

KEY DUTIES and RESPONSIBILITIES:

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

1. Provides vision, creativity, and leadership to the division as it meets the educational needs of the departments; formulates and implements the division's goals and objectives.
2. Encourages and facilitates open communication among peers, staff and students; resolves interpersonal problems between students, faculty and staff.
3. Oversees faculty and classified staff assignments, faculty and staff evaluations, and teaching load of all full-time and part-time faculties.
4. Communicates with and advises the faculty and staff regarding college and division procedures and regulations; involves faculty and staff in the decision-making process.
5. Coordinates, designs, and supports opportunities for development of faculty and staff.
6. Develops and administers the annual division budget.
7. Coordinates all reporting related to classes, personnel, students, budgets, and facilities and equipment.
8. Responsible for curriculum and course scheduling activities.
9. In collaboration with faculty, reviews curriculum and enrollment trends; identifies implications upon the division's goals and objectives, and implements a plan for action.
10. Coordinates fundraising, marketing and promotion, and public information and service.
11. Plans and implements Saturday, summer, evening, and extended campus classes, activities, and programs.

12. Collaborates with external agencies, advisory bodies, accrediting commissions, and other organizations related to the division's programs and services.
13. Represents the division in an administrative capacity as assigned.
14. Teaches classes in area(s) of specialty.
15. Participates in college-wide and Student Services planning initiatives and activities.
16. Supports, implements, and promotes compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
17. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
18. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Interest in students and ability to understand student issues and concerns.
2. Budget development, personnel selection and program evaluation.
3. Departmental procedures, practices and policies.
4. Curriculum development.
5. Foothill College governance policies.
6. District Mission and Values.
7. Quality principles of trust, teamwork and collaboration.
8. Principles and practices of higher education organizations and structures.
9. Principles of leadership, management, and supervision.
10. Concepts and principles of student learning.
11. Computers: Word, Word Perfect, technological communication tools.

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. Supervise and/or manage a complex student services program serving a diverse student population.
4. Lead, advocate and network in the interest of the Division.
5. Strong supervisory skills.
6. Proven leadership management.
7. Handle difficult and sensitive issues and problems and resolve conflicts.
8. 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 an area related to business and social sciences.

Preferred Qualifications:

1. Teaching experience in one discipline within the division.
2. Two years experience as an administrator.

3. Experience in supervision or coordinating academic and/or workforce education programs.
4. Experience in financial and personnel management.
5. Fundraising experience.

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: January 2003

Ed Code: H-10

Creditable Service: STRS