



**DIVISION DEAN, CREATIVE ARTS**

**DEPARTMENT:**

**COLLEGE:** De Anza

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

**POSITION PURPOSE:**

Reporting to the Vice President of Instruction, this position is responsible for demonstrating visionary leadership in support of teaching excellence, student learning, with the goal of student success and continuous improvement of programs and services across the division while providing administrative supervision and oversight for all instructional programs, faculty, and staff. This position also makes operational decisions and coordinates division needs with other college services throughout the campus and the district.

**NATURE and SCOPE:**

As related to the division, this position hires and evaluates personnel, oversees budgets and scheduling, monitors and analyzes enrollment, arbitrates conflicts or concerns, and ensures compliance with legal obligations. This position has oversight of all departments in the division: Visual Arts and Design, Film/Television, Music, Photography, Dance/Theater.

**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 students per the college's strategic plan, educational master plan, and facilities master plan.
2. Fosters, implements and promotes compliance with the campus and district's Equity Plans in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.
3. Demonstrates and facilitates open communication among peers, staff and students. Actively practices the principles of shared governance. Uses collaborative decision making in the division's programs and services.
4. Acts as a liaison between various groups of faculty, staff, students and the administration.
5. Complies with Educational Code, Title 5, accreditation standards, state, district, and college procedures and regulations including maintaining a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, requiring employees to receive mandated training, and communicating with division employees of such procedures and regulations, such as through division meetings and email.
6. Monitors and develops a comprehensive review of division programs and services with annual updates and reflections of the program review.
7. In conjunction with faculty, reviews curriculum and identifies implications upon the division's goals and objectives; manages division's enrollment plan by developing, monitoring, and analyzing a student-centered class schedule; in the absence of a department chair or scheduler, prepares class schedules including summer.

8. Recruits, interviews, hires, orients, supervises, and evaluates the division's faculty and classified staff.
9. Supports curricular and program articulation with high schools, colleges, and universities.
10. Formulates and promotes staff development opportunities for the division.
11. Develops, monitors, and analyzes the division's operating budgets (including discretionary budgets, foundation accounts, grant funds). Oversees all financial processes and procedures related to the division budget including purchase requisitions, expense transfers, direct pay reimbursements, and so forth. Ensures the proper execution of grant and contract funds by assisting with planning, implementing grant budgets and ensuring reports are prepared in a timely manner for local, state, and federal grants.
12. Develops and maintains a close relationship with the community through advisory boards, committees, etc.
13. Organizes and implements a marketing and promotion plan for the division in consultation with faculty, staff, students, community members and the college's Office of Communications.
14. Plans for the development of facilities for the division; advises District Plant Services and the Director of College Services regarding opportunities for or concerns with the facilities used by the division.
15. Serves on local community and statewide organizations, events, meetings, and professional organizations.
16. Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Principles and practices of higher education organizations and structures.
2. Principles of leadership, management, and supervision.
3. Mission and goals of community colleges.
4. Concepts and principles of student learning.
5. Intellectual and pragmatic demands and concerns of the various disciplines within the Division.
6. Interest in students and ability to understand student issues and concerns.
7. Principles of planning and program evaluation.
8. Principles of curriculum development and pedagogy to a diverse population of students.

### **Skills and Abilities:**

The successful candidate will have the skills and abilities to:

1. Plan, develop, implement, and assess a vision to meet students' needs.
2. Communicate effectively both orally and in writing, including complex proposals and presentations.
3. Supervise and manage a complex division serving a diverse student population.
4. Lead, advocate, and network in the interest of the Division.
5. Encourage and facilitate open communication among peers, staff and students. Build trust, teamwork and collaboration among employees.
6. Handle difficult and sensitive issues and resolve conflicts.
7. Actively practice the principles of shared governance, using collaborative decision-making.
8. Hire, train, develop, supervise, and evaluate employees.
9. Develop, monitor, and manage an enrollment plan that meets the division's enrollment goals through effective class scheduling, outreach, and marketing.
10. Develop, monitor, and manage a variety of budgets and budget types.

11. Develop and engage in ways to raise alternative funding for the division including fundraising, grants, etc.
12. Interpret and apply rules, regulations, policies and procedures.
13. Use current and emerging technologies for both academic and operational purposes.

### **Minimum Qualifications**

1. One year of administrative experience, formal training, internship or leadership in an area related to creative arts.
2. Master's Degree from an accredited institution required in one of the disciplines within the Creative Arts Division (i.e., Visual Arts and Design, Film/Television, Music, Photography, Dance/Theater or the equivalent).

### **Preferred Qualifications**

1. Post-secondary administrative experience preferably at a director level or higher.
2. Two years of post-secondary teaching experience in a discipline within the division.
3. Track record of successful program or curriculum development and academic master planning.
4. Experience in all aspects of personnel management including hiring, training, supervising, and evaluating employees.
5. Experience in scheduling personnel and facilities.

### **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.