



DEAN, LEARNING RESOURCES

DEPARTMENT: Learning Resources

COLLEGE: Foothill College

SALARY GRADE: A2/A3 - K

POSITION PURPOSE:

Reporting to the Executive Vice President of Instruction and Student Services, the Dean provides vision, leadership, and administrative oversight for Library Services and the Student Support and Success Centers (academic support programs including the Teaching and Learning Center, the Pass the Torch program, and the Science Technology Engineering and Math Center). The Dean directs, organizes, and manages division-wide educational planning and program development in accordance with the missions, goals and objectives of the college and division. The Dean facilitates communication and support between the departments within the Learning Resources Division and other divisions and departments across the campus. The Dean is responsible for the various processes necessary to provide high-quality instructional support to a variety of programs across the campus. Additionally, the Dean would serve as the evening administrator on the college campus, and the successful candidate will have a schedule that includes evening hours after 5pm.

NATURE and SCOPE:

The Dean of Learning Resources supervises Librarians (full and part-time), Library Technicians, Program Coordinators, part-time faculty tutors, and faculty coordinators of the STEM and TLC student support centers, and the Division Administrative Assistant.

The Dean supports, implements, and advances the college's commitment to equity, multicultural education, and social justice in all aspects of employment and education, staffing, curriculum, programs, and services.

Due to the campus-wide nature of the division, the Dean will need to work with instructional divisions, student services, finance and educational resources and FHDA central services to achieve institutional goals.

KEY DUTIES and RESPONSIBILITIES:

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

1. Develop, implement, and promote programs, resources, and services for Library Services and the Student Success Centers.
2. Work with the faculty and staff in Library and Student Success Centers to implement effective pedagogies, and methodologies in their respective programs, includes working with faculty and

staff in the division to ensure that program review ,learning outcomes, and curriculum are managed effectively and efficiently.

3. Facilitate pedagogically sound growth of Library Services and the Student Success Center to promote student engagement and success.
4. Develop, implement, and manage the Division budget; monitor categorical and foundation accounts.
5. Implement personnel policies and practices.
6. Supervise and evaluate faculty and staff in the Library and Student Success Centers.
7. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
8. Seek additional sources of funding for the Division when appropriate and necessary.
9. Develop and implement Divisional policies and procedures.
10. Administer regular program reviews and provide curriculum coordination and supervision.
11. Serve on appropriate college and district committees, participate in governance meetings.
12. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
13. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Significant knowledge of library and tutorial support services, including supplemental instruction models that are both peer and faculty based.
2. District safety policies.
3. Title 5 and Education Code regulations and procedures, particularly related to the library and supplemental tutorial support with knowledge faculty and peer based tutorial models that are apportionment generating.
4. All instructional divisions and their inter-relationships; a thorough knowledge of the various student support services required to enhance instruction.
5. Developing effective strategies for tutorial support for distance education students.
6. Principles of program evaluation, student assessment, and organizational development.

7. Shared governance principles; recognizing the importance of the democratic process and fostering open communication among division, programs and services.
8. Curriculum Development.

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 writing complex proposals.
3. Experience in developing marketing and promotional strategies for library services and projects related to tutorial support that will promote enrollment growth, retention and student success.
4. Interact effectively with diverse students, staff, faculty and administrators.
5. Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.
6. Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.
7. Work in a fast-paced environment with numerous interruptions.
8. Provide leadership and management of programs and staff.
9. Manage complex budgets including grants.
10. Demonstrated commitment to academic and professional excellence.
11. Demonstrated flexibility and adaptability.
12. Perform with tact, patience and sensitivity.

Minimum Qualifications

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. Master's Degree from an accredited institution in a field reasonably related to primary areas of responsibility.

Preferred Qualifications:

1. Master's in Library, Information, Sciences or a Master's in Education or a Master's in any discipline being tutored: Math, English, ESL, Computer Science, Reading, Writing, Science, Engineering.
2. One year of administrative experience managing at least one of the following areas: Library or Tutorial Support/Supplemental Learning Program.
3. Minimum of three years of administrative experience or increasing leadership responsibilities in an educational setting.

4. Experience in developing programs that promote enrollment growth, retention and student success, library services or academic support services including tutorial support.
5. Experience in managing and leading diverse stakeholders, including team building, cultural sensitivity, conflict resolution, and team projects.
6. Knowledge of and experience with shared governance principles; recognizing the importance of the democratic process and fostering open communication among division, programs and services.
7. Ability to manage complex budgets including categorical funds.
8. Knowledge of and experience with technology related to instruction and instructional support.
9. Experience working with programs or services that are specifically designed to help underserved student populations succeed.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Variable hours including some evenings.
3. Extended periods of time sitting.
4. Local travel to and between district sites.

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.

Ed Code: H-10

Approved: April 2020