

DIVISION DEAN, BUSINESS, COMPUTER SCIENCE AND APPLIED TECHNOLOGIES

DEPARTMENT:

COLLEGE: De Anza

SALARY GRADE: A2/A3 - K

POSITION PURPOSE:

Reporting to the Vice President of Instruction, this position provides culturally responsive administrative leadership ensuring a demonstrated commitment to and alignment with institutional core competencies, multicultural education, and equity by working on behalf of and with the faculty, classified professionals and students in the following departments that comprise the division: Accounting, Automotive Technology, Business, Computer Information Systems, Design and Manufacturing Technologies, Real Estate

NATURE and SCOPE:

The Dean is responsible for the vision and leadership of the division. This position hires, evaluates, budgets, schedules, monitors and analyzes enrollment, productivity, recruitment, arbitration of conflicts or concerns, and compliance with legal obligations. The dean is responsible for oversight and implementation of division goals and objectives and is responsible for organizing and coordinating divisional programs; including the preparation of the division's class schedule.

This position also makes operational decisions and coordinates division needs with other college services throughout the campus and the district. The Dean determines the allocation of department funds and is responsible for the supervision, hiring and evaluation of full and part-time faculty, classified professionals, temporary, student employees, and volunteers.

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, division and learning community.
2. Supports, 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. Encourages and facilitates open communication among peers, staff and students. Actively practices the principles of shared governance. Uses collaborative decision making in Creative Arts Division programs and services.
4. Acts as a liaison between various groups of faculty, staff, students and the administration.
5. Communicates with and advises the faculty and staff regarding college and division procedures and regulations; involves faculty and staff in the decision-making process.
6. In conjunction with faculty, reviews curriculum and enrollment trends; identifies implications upon the division's goals and objectives, and implements a plan for action, schedules and monitors comprehensive review of division programs and services.
7. Engages in program development pertinent to student and community needs and consistent with the district/college/division's master plan goals and objectives.

8. Assures compliance with the district requirements and maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
9. Supports curricular and program articulation with high schools, colleges, and universities.
10. Develops and promotes staff development opportunities for the division.
11. Develops and maintains a close relationship with the community through advisory boards and committees, etc.
12. Develops and implements a marketing and promotion plan for the division in consultation with faculty, staff, students, community members and the college's Assoc. Vice Pres. Communications
13. Plans for the development of facilities for the division.
14. Advises District Plant Services and the Director of College Services regarding opportunities for or concerns with the facilities used by the division.
15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Quality principles of trust, teamwork and collaboration.
2. Principles and practices of higher education organizations and structures.
3. Principles and practices of management and supervision.
4. Mission and goals of community colleges.
5. Concepts and principles of student learning.
6. Intellectual and pragmatic demands and concerns of the various disciplines.
7. Support of 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 complex proposals and presentations.
3. Supervisor and/or manage a complex division serving a diverse student population.
4. Lead, advocate and network in the interest of the Division.
5. Strong supervisory skills.
6. Provide leadership management.
7. Handle difficult and sensitive issues and problems and resolve conflicts.
8. Motivational and mediation skills preferred
9. Interpret and apply rules, regulations, policies and procedures.
10. Implement concepts of shared governance.
11. Train, assign, supervise, evaluate and develop staff.

Education and Experience:

1. Master's Degree from an accredited institution required in one of the disciplines within the Business, Computer Science and Applied Technologies Division, i.e., Accounting,

Automotive Technology, Business, Computer Information Systems, Design and Manufacturing Technologies, Real Estate or the equivalent.

2. One year of administrative experience, formal training, internship or leadership in an area related to creative arts.

Preferred Qualifications:

1. Administrative experience.
2. Two years of high school or post-secondary teaching experience in a discipline within the division.
3. Community college teaching experience in a discipline within the division.
4. Experience managing personnel.
5. Experience in scheduling personnel and facilities.

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; July 2019; June 2023; Oct 2023

Ed Code: H-10

Creditable Service: STRS