



DIVISION DEAN, ENVIRONMENTAL AND HEALTH SCIENCES

DEPARTMENT: Environmental and Health Sciences

COLLEGE: Foothill

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

POSITION PURPOSE:

Reporting to the Associate Vice President of Instruction, the division dean oversees the Environmental and Health Sciences Division. The division includes workforce and transfer programs in the following areas: Environmental Horticulture, Dental Hygiene, Dental Assisting, Radiologic Technology, Respiratory Therapy, Emergency Medical Services, Pharmacy Technology, Veterinary Technology, Diagnostic Medical Sonography, and Health. The division dean will be responsible for special requirements of student admission, the advisory board, Lab practices, hazard material standards, and the operations of the different programs.

NATURE and SCOPE:

The Division Dean of Environmental and Health Sciences supervises approximately 100 full and part-time faculty, including the Program Directors of the Health Science programs, classified staff, temporary and student employees and volunteers.

This position is responsible for scheduling; assigning faculty; overseeing the division's budget; hiring part-time faculty and casual employees; evaluating faculty; disciplining students; and administrating grants and state license.

The Division Dean is responsible to the Associate Vice President of Instruction for the vision and leadership of the division.

KEY DUTIES and RESPONSIBILITIES:

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

1. Curricular leadership in emerging technologies.
2. Faculty assignments and teaching load.
3. Payroll records, such as certifying attendance of all personnel in the division, approving faculty absences from assigned classes, and arranging for substitutes in case of absence.
4. The division budget with respect to faculty requests, instructional supplies, clerical assistance, operation and maintenance of division facilities, equipment, library resources, audio-visual aids and travel.
5. The formulation and monitoring of the budget.
6. All the on- and off-campus instructional programs, procedures, and regulations offered by the division, including the service and general education courses for students regardless of major.
7. Division course offerings and schedule preparation.
8. Activities within the division in regard to exhibits, bulletins, instructional facilities (including the laboratories, study areas, etc.), relations with other divisions, and public relations.
9. Builds an esprit de corps among the students by developing activities and awards related to majors offered by the division.

10. Works with neighboring colleges to provide and support student internships.
11. Oversees all instructional labs.
12. 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.
13. Assure compliance with OSHA Standards and 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.
14. Supervises and evaluates all division personnel and makes subsequent recommendations for promotion, tenure, permanent employment, professional recognition or dismissal.
15. Coordination of the Division Curriculum Committee in the development, maintenance, evaluation and deletion of curriculum.
16. Division communications including communicating the College mission and policies to faculty and students, communicating faculty and student needs and concerns to administration, and communicating with other college departments and personnel in support of division goals.
17. Work with the Health Science Programs in maintaining Accreditation Standards. Interface with accreditation teams during site visits.
18. Engage with all the CTE Advisory Boards in the division (Computer Science and Health Science Programs).
19. Performs 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. Challenges unique to community college teaching.
7. Allied Health Program standards and procedures preferred.
8. Intellectual and pragmatic demands and concerns of the various disciplines.
9. Basic issues and problems related to promoting and maintaining professional harmony between disciplines.
10. Working knowledge of all applicable laws, regulation, guidelines, and contracts, such as Title V, Americans with Disabilities Act, Title IX, California Community College Athletics Association, OSHA and Hazmat regulations, and union contracts (Faculty Association, Association of Classified Employees, Teamsters, etc.).

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. Implement concepts of shared governance.
3. Develop and implement strategic planning process.
4. Communicate effectively orally and in writing.
5. Work effectively with diverse students, staff, faculty and administrators individually and as team members.
6. Interpret and apply rules, regulations, policies and procedures.
7. Represent and promote the interests of the division in the administration of the college and the district.
8. Provide leadership to a diverse group of faculty and staff.

9. Address difficult and sensitive issues and problems and resolve conflicts.
10. Represent the division in an administrative capacity in the District and the community.
11. Promote and facilitate growth and improvement in programs and curriculum.
12. Train, assign, supervise, evaluate and develop staff.
13. Foothill college governance policies.
14. Allied Health Program standards and procedures preferred.
15. Campus Board Policy and District Procedures preferred.
16. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Title V, Education Code, and state and local regulations.
17. Accredited tuition program guidelines for safety regulations (OSHA).

Education and Experience:

1. Master's degree in a related discipline from an accredited institution
2. One (1) year of administrative experience, formal training, Internship or leadership

Preferred Qualifications:

1. Experience in a discipline in the division.
2. Experience with supervising or coordinating academic and workforce programs.
3. Promoting and maintaining professional harmony across and within departments and programs.
4. Experience preparing oral and written reports.
5. Experience in grant writing and/or administration of grants.
6. Strong organizational and leadership skills.
7. Experience with finances and personnel management.
8. Experience working with people in a shared governance context.
9. Two (2) years of experience as an administrator in an educational environment.
10. Understanding of public relations and fundraising as they relate to college programs.
11. College teaching and experience.
12. Good interpersonal communication.
13. Management training.
14. Budgeting experience.
15. Experience in coordinating meetings.

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.

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