



Office of Human Resources and Equal Opportunity Administrator Job Description

DIVISION DEAN, FINE ARTS AND COMMUNICATIONS

DEPARTMENT: Fine Arts and Communications
COLLEGE: Foothill
SALARY GRADE: [A2/A3 - K](#)

POSITION PURPOSE:

Reporting to the Associate Vice President of Instruction, implements and facilitates the delivery of educational services to students in the Fine Arts, Communications Division's departments; hires, evaluates, budgets, schedules, monitors and analyzes enrollment, productivity, recruitment, arbitration of conflicts, and compliance with legal obligations. The division includes the following departments: Art, Art History, Communication Studies, Graphic & Interactive Design, Media Studies, Music, Music Technology, Photography, and Theater Arts.

NATURE and SCOPE:

The Division Dean of Fine Arts, Communications supervises approximately 100 full- and part- time faculty, classified staff, temporary and student employees, and volunteers.

This position is responsible for developing the budget and allocating funds; resolving conflicts; scheduling classes; determining the content of evaluations; assigning faculty; and providing answers to student problems.

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. 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, 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. Intellectual and pragmatic demands and concerns of the various disciplines.
8. Basic issues and problems related to promoting and maintaining professional harmony between disciplines.
9. 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. Provide leadership to a diverse group of faculty and staff.
3. Represent and promote the interests of the division in the administration of the college and the district.
4. Implement concepts of shared governance.
5. Communicate effectively orally and in writing.
6. Interpret and apply rules, regulations, policies and procedures.
7. Control difficult and sensitive issues and problems and resolve conflicts.
8. Represent the division in an administrative capacity in the District and the community.
9. Promote and facilitate growth and improvement in programs and curriculum.
10. Train, assign, supervise, evaluate and develop staff.

Education and Experience:

1. Master's degree or higher academic degree.
2. One year of administrative experience, formal training, internship or leadership in an area related to the management of instructional programs.

Preferred Qualifications:

1. Experience in a discipline in the division.
2. Experience with supervising or coordinating academic and vocational programs.

3. Preparation of oral and written reports.
4. Grant writing and administration of grants.
5. Strong organizational and leadership skills.
6. Experience with finances and personnel management.
7. Experience working with people in a shared governance context.
8. Two (2) years of experience as an administrator in an educational environment.
9. Understanding of public relations and fundraising as they relate to college programs.
10. College teaching and experience.
11. Good interpersonal communication.
12. Vision and creativity in a cooperative environment.
13. Willingness to learn new technology. Lifting and carrying objects up to 20 lbs.

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: March 04, 2022

Ed Code: H-10

Creditable Service: STRS