



DIVISION DEAN, LANGUAGE ARTS – DE ANZA COLLEGE

DEPARTMENT:

COLLEGE: De Anza

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

POSITION PURPOSE:

Reporting to the Vice President of Instruction and Institutional, provides vision and organizational leadership for the Language Arts Division; responsible for the vision, leadership, curriculum quality and class scheduling, personnel management and financial accountability of the Division to serve students needs and interests.

NATURE and SCOPE:

The administrative assignment includes teaching duties in the individual's teaching discipline and serving as a member of campus and district committees as appropriate.

The division consists of the following: English, English as a Second Language, Speech Communications, Reading, Technical Communication, Journalism, Readiness, Tutorial/Skills and a computer lab that supports these departments. In addition, the Dean chairs the Division Council, consisting of department chairs and division academic senators.

KEY DUTIES and RESPONSIBILITIES:

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

1. Organizes and coordinates all divisional programs including class schedule oversight, budget allocation, staffing, and provides leadership for formulating and implementing divisional goals and objectives such as student success and equity.
2. Evaluates faculty and staff and makes subsequent recommendations for promotion, tenure, permanent employment, professional recognition or dismissal.
3. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Knowledge and abilities in a broad range of approaches to teaching and learning and the ability to infuse multicultural perspectives into the curriculum.
2. Teaching methods for college courses in a discipline within the division.
3. Leadership and management skills in multicultural environments.
4. Standard budgeting, program planning and management practices
5. Uses of technology in the classroom

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. Work collaboratively with faculty and staff in developing and maintaining programs.
3. Communicate effectively orally and in writing, including complex proposals and presentations.
4. Public speaking, problem solving and interpersonal skills with a culturally diverse community, staff, and student body.

5. Commitment to work in a shared governance environment, recognizing the need for consensus in the decision making process.

Education and Experience:

1. Master's degree in a discipline within or related to the division, or the equivalent.
2. One year of administrative experience, formal training, internship or leadership in an area related to Language Arts.

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: July 2019
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