



Office of Human Resources and Equal Opportunity Administrator Job Description

ACTING DIVISION DEAN, LANGUAGE ARTS AND ETHNIC STUDIES

COLLEGE: Foothill

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

POSITION PURPOSE:

Reporting to the Vice President of Instruction, oversees the daily operations of four major departments and associated programs; leads programs and curriculum development; hires and evaluates faculty and staff.

NATURE and SCOPE:

The Acting Division Dean of Language Arts and Ethnic Studies supervises full-time faculty and part-time faculty. Provides direction to division support staff and Adult Education Program Coordinator.

This position is responsible for scheduling classes and labs; budgets (general, foundation, grant); hiring and evaluating teaching faculty and staff.

KEY DUTIES and RESPONSIBILITIES:

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

1. Oversee the departments of English, ESL, Foreign Language and Ethnic Studies.
2. Provide leadership in scheduling, enrollment, productivity, and resource management.
3. Supervise the following programs: English, Creative Writing, Journalism, Japanese, Spanish, Ethnic Studies, the Japanese Cultural Center, and the Linguistic Justice Center
4. Hire and evaluate faculty and staff.
5. Provide budget oversight (general, grant, foundation).
6. Provide leadership in program review, program development, curriculum development, and instructional quality.
7. Coordinate and communicate with other administrators, faculty, staff, and students about policies, procedures and practices within the Language Arts division.
8. Comply with relevant state, local, and federal regulations.
9. Represent the Language Arts division on numerous college-wide committees, including the College Curriculum Committee and Shared Governance.

10. Serve on Leadership Board for the North Santa Clara County Adult Education Consortium.
11. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Personnel management.
2. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as Title V, Education Code, OSHA, collective bargaining agreements.
3. Computers: commonly used software and communication mediums.
4. Foothill college governance policies.
5. District policies and procedures.

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. Strong supervisory skills.
4. Proven leadership and management.
5. Public speaking and interpersonal.
6. Motivational and mediation skills preferred.

Education and Experience:

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

Preferred Qualifications:

1. Community College experience or equivalent.
2. Teaching experience in Foothill's Language Arts and Ethnic Studies Division.
3. Personnel management experience.
4. Experience in scheduling.
5. Experience in budgeting.
6. Chair or coordinator of Department or Program.

WORKING CONDITIONS:

Environment:

1. Typical office environment; the time commitment necessary to complete the minimum task for smooth operations of the Language Arts Division is between 60 to 80 hours per week.

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 extended periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: February 1996; Revised: June 2012; Revised: April 2021; November 2025

Ed Code: H-10

Creditable Service: STRS