



DIVISION DEAN, SOCIAL SCIENCES AND HUMANITIES

DEPARTMENT:

COLLEGE: De Anza

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

POSITION PURPOSE:

Reporting to the Vice President of Instruction, the Dean provides culturally responsive administrative leadership and delivery of program objectives for the Social Science and Humanities division of the college. This position is responsible for ensuring a demonstrated commitment to and alignment with institutional core competencies, multicultural education, equity, and culturally responsive practices across the division.

The Social Sciences and Humanities Division consists of the following departments and programs: Anthropology, Economics, Geography, History, Humanities, Philosophy, Political Science, Psychology, Sociology as well as career programs in Administration of Justice, Child Development and Education, and Paralegal Studies. This position also oversees the California History Center.

NATURE and SCOPE:

The dean is responsible for the vision and leadership of the division including the oversight and implementation of division goals and objectives, organizing and coordinating divisional programs, and preparation of the division class schedule. This position monitors and analyzes enrollment, productivity, recruitment, and manages assigned budgets.

The dean makes operational decisions and coordinates division needs with other college services throughout the campus and the district, determines the allocation of department funds, and works with college and district services in scheduling and monitoring the use of designated facilities.

The dean supervises, hires, and evaluates of full- and part-time faculty, classified professionals, temporary and student employees, as well as volunteers and arbitrates conflicts and maintains compliance with legal and contractual obligations.

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 in order to meet the educational needs of the departments, division, and broader campus community.
2. Supports, implements, and promotes compliance with the campus equity plan and district 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 division programs and services.
4. Acts as a liaison between various groups of faculty, staff, students, and the administration.
5. Communicates with and advises faculty and staff regarding college and division procedures and regulations; involves faculty and staff in the decision-making process when appropriate.
6. In conjunction with faculty, review curriculum and enrollment trends; identifies implications and impacts upon the division's goals and objectives, and implements an action plan and 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.
8. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; 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, with the administration and Faculty Senate, a program of staff development for the division.
11. Develops and maintains a close relationship with the community through advisory committees, etc.
12. Develops and implements a marketing and promotion plan for the division in consultation with faculty, staff, students, community members and the Communications and External Relations Office.
13. Plans for the development of facilities for the division as needed.
14. Advises and communicates with district facilities and college operations regarding facilities issues within the division.
15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as the Education code, OSHA, Title V.
2. Quality principles of trust, teamwork and collaboration.
3. Principles and practices of higher education organizations and structures.
4. Principles and practices of management and supervision.
5. Mission and goals of community colleges.
6. Concepts and principles of student learning.
7. Intellectual and pragmatic demands and concerns of the various disciplines.
8. Curriculum development.

Skills and Abilities:

1. Supervisor and/or manage a complex division serving a diverse student population.
2. Lead, advocate and network in the interest of the Division.
3. Provide leadership management.
4. Handle difficult and sensitive issues and problems and resolve conflicts.
5. Motivational and mediation skills
6. Interpret and apply rules, regulations, policies and procedures
7. Implement concepts of shared governance.
8. Train, assign, supervise, evaluate and develop staff.

MINIMUM QUALIFICATIONS:

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. Master's Degree from an accredited institution
3. One (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

PREFERRED QUALIFICATIONS

1. Academic administrative experience.
2. Master's degree in one of the disciplines within the Social Sciences and Humanities Division or related field.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

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 Revised: October 2019

Ed Code: H-10

Creditable Service: STRS