

Division Dean, Business & Social Sciences  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=169416>

Downloaded On: Dec. 6, 2021 7:14am

Posted Oct. 13, 2021, set to expire Feb. 9, 2022

<b>Job Title</b>	Division Dean, Business & Social Sciences
<b>Department</b>	Business & Social Sciences
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Oct. 13, 2021
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Dean
<b>Academic Field(s)</b>	Administration - Executive Social Sciences - Other Business
<b>Apply Online Here</b>	<a href="https://apptrkr.com/2560734">https://apptrkr.com/2560734</a>

**Apply By Email**

**Job Description**

Division Dean, Business & Social Sciences

**HR EMPLOYMENT/CAREERS**

The Foothill-De Anza Community College District is currently accepting applications for the management position above.

Initial Closing Date: 11/15/21\*, but open until filled.

\*For full-consideration, all application packets must be received by 11:59 pm on the closing date. Any complete applications received after the review date will only be forwarded to the hiring committee at their request.



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**SALARY GRADE: A2/A3 - K**

Full Salary Range: \$135,187.36 - \$190,222.19 annually\*

\*Actual placement is based on applicant's verified education and experience (Customary Hiring Range: \$135,187.36 - \$149,044.06 annually). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay, up to \$564 per contract month.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

**Foothill College Mission Statement:**

Believing a well-educated population is essential to sustaining and enhancing a democratic society, Foothill College offers programs and services that empower students to achieve their goals as members of the workforce, as future students, and as global citizens. We work to obtain equity in achievement of student outcomes for all California student populations, and are guided by our core values of honesty, integrity, trust, openness, transparency, forgiveness, and sustainability. Foothill College offers associate degrees and certificates in multiple disciplines, and a baccalaureate degree in dental hygiene.

**POSITION PURPOSE:**

Reporting to the Vice President of Instruction, the Dean of Business and Social Sciences provides vision and organizational leadership for the Business and Social Sciences Division.

**NATURE and SCOPE:**

The Dean of Business and Social Sciences oversees the departments of Accounting, Anthropology, Business, Child Development, Economics, Geography, Geographic Information Systems and Technology, Global Studies, History, Humanities, Philosophy, Political Science, Psychology, Sociology,

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Social Science, Social Justice, and Women's Studies departments.

The dean plays a critical role in supervising areas such as class scheduling; faculty hiring and tenure; supervision of administrative support staff; and coordinating with faculty on numerous projects. The dean plays a leadership and liaison role in supporting the development of new curriculum and programs; student learning outcome assessment; and educational quality, student achievement, and student equity. The dean also provides financial accountability and budget development for the division. The dean advocates for student equity issues and serves in advancing the college mission through the support of initiatives relating to service learning, student equity, and social justice.

**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 as it meets the educational needs of the departments; formulates and implements the division's goals and objectives.
2. Encourages and facilitates open communication among peers, staff and students; resolves interpersonal problems between students, faculty and staff.
3. Leads course scheduling activities, including the planning and implementation of online, hybrid, and dual modality courses. Works with faculty and department chairs to schedule classes in a student-centered fashion that aligns with guided pathways.
4. Oversees faculty and classified staff assignments, faculty and staff evaluations, and teaching load of all full-time and part-time faculties.
5. Supports the Academic Senate in selecting members of shared governance, tenure review, and college curriculum committees.
6. Communicates with and advises the faculty and staff regarding college and division procedures and regulations; involves faculty and staff in the decision-making process.
7. Coordinates, designs, and supports opportunities for professional development of faculty and staff.
8. Develops and administers the annual division budget.
9. Coordinates all reporting related to classes, personnel, students, budgets, and facilities and

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equipment.

10. Supports the development and review of curriculum and student learning outcomes.
11. In collaboration with faculty, reviews enrollment trends; identifies implications on the division's goals and objectives, and implements a plan for action.
12. Provides support and direction for marketing and communication efforts, fundraising efforts, and public information requests related to division operations.
13. Collaborates with external agencies, advisory bodies, accrediting commissions, and other organizations related to the division's programs and services.
14. Represents the division in an administrative capacity as assigned.
15. Teaches classes in area(s) of specialty.
16. Supports and coordinates college, division, and program initiatives and activities, including service leadership and campus abroad.
17. Supports, implements, and promotes compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
18. 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.
19. Performs other related duties as assigned.

## EMPLOYMENT STANDARDS

### Knowledge:

1. Interest in students and ability to understand student issues and concerns.
2. Budget development, personnel selection and program evaluation.

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3. Departmental procedures, practices and policies.
4. Curriculum development.
5. Foothill College governance policies.
6. District Mission and Values.
7. Quality principles of trust, teamwork and collaboration.
8. Principles and practices of higher education organizations and structures.
9. Principles of leadership, management, and supervision.
10. Concepts and principles of student learning.
11. Computers: Word, Word Perfect, technological communication tools.

**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. Supervise and/or manage diverse instructional programs that serve a diverse student population.
4. Lead, advocate and network in the interest of the Division.
5. Strong supervisory skills.
6. Proven leadership management.
7. Handle difficult and sensitive issues and problems and resolve conflicts.
8. Motivational and mediation skills preferred.

**MINIMUM QUALIFICATIONS:**

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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 in a discipline within or related to the division or the equivalent.
3. One year of administrative experience, formal training, internship, or leadership in an area related to business and social sciences.

Preferred Qualifications:

1. Teaching experience in one discipline within the division.
2. Two years experience as an administrator.
3. Experience in supervision or coordinating academic and/or workforce education programs.
4. Experience in financial and personnel management.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to travel to conduct work
2. Physical Abilities:
  3. Hearing and speaking to exchange information in person and on the telephone and make presentations.
  4. Dexterity of hands and fingers to operate a computer keyboard.
  5. Vision sufficient to read various materials.
  6. Sitting for extending periods of time.
  7. Bending at the waist.

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8. Lifting and carrying objects up to 20 lbs.

APPLICATION PACKET:

1. A District on-line application on

[url=https://apptrkr.com/get\_redirect.php?id=2560734&targetURL=http://hr.fhda.edu/careers/]http://hr.fhda.edu

\*In the application, you will provide information, which demonstrates your 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. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.

2. A cover letter addressing your qualifications for the position.

3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Contract, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes medical for employees and dependents, visit our web site:

[url=https://apptrkr.com/get\_redirect.php?id=2560734&targetURL=http://hr.fhda.edu/benefits/index.html]http://



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Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email:

[url=https://apptrkr.com/get\_redirect.php?id=2560734&targetURL=mailto:employment@fhda.edu]employment@fhda.edu

[url=https://apptrkr.com/get\_redirect.php?id=2560734&targetURL=http://hr.fhda.edu/]http://hr.fhda.edu/

To apply, visit

[url=https://apptrkr.com/2560734]https://fhda.csod.com/ux/ats/careersite/4/home/requisition/571?c=fhda

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

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