

Dean, Creative Arts & Communication
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245544>

Downloaded On: Sep. 26, 2024 11:47pm

Posted Sep. 20, 2024, set to expire Oct. 15, 2024

Job Title	Dean, Creative Arts & Communication
Department	
Institution	West Valley-Mission Community College District Saratoga, California
Date Posted	Sep. 20, 2024
Application Deadline	10/15/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description

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Dean, Creative Arts & Communication

Closing Date: 10/15/2024

Definition:

Mission College is seeking an experienced, equity-engaged professional to serve as the Dean of Creative Arts & Communication (CAC).

Located in the heart of Silicon Valley, serving the cities of Campbell, Cupertino, Santa Clara, Sunnyvale and San Jose, Mission College is one of two colleges in the West Valley-Mission

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Community College District. Known for its passion for social justice, equity, and community engagement, our campus community is known for its innovative approaches to teaching and learning, the strength of our academic programs and faculty, and our caring staff and supportive atmosphere. We pursue academic and service excellence and are devoted to empowering students to find or further develop their voices, their passions, and exceed their academic and personal goals. Mission College cultivates a culture of care, diversity and student success. As both an HSI and AANAPISI campus, the college serves predominantly students of color. Since its founding in 1975, Mission College has been devoted to social justice, closing equity gaps, and being a leader within the community to create intentional social change. We take pride in our high academic standards, our excellent programs and services, our amazing facilities, and an innovative spirit all geared to serving, engaging and empowering students.

Under the direction of the Vice President of Instruction, the dean provides leadership in support of the college vision, mission and values for the Creative Arts & Communication area. Departments in this area include: Arts, Communication, English/Reading, Graphic Design & Multimedia and Music.

Applicants with experience working in a dynamic environment and who understand and value serving a diverse student population are encouraged to apply.

Assignment:

This is an academic administrator position with an anticipated start date of January 2025. This is an exempt position and is not subject to overtime.

Salary and Benefits:

Anticipated Salary:

- \$188,737 - \$201,009 annually (Administrative Salary Schedule, Range 25, Steps A-C).
- Annual salary step increases to maximum of salary range, \$235,295 (Administrative Salary Schedule, Range 25, Step G)

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Benefits include:

- Additional compensation: \$2,000 for doctorate added to base salary annually, to be prorated on a monthly basis.
- Employer-contributed medical, dental and vision for employee, spouse and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and New Year.
- 22 days vacation leave accrued annually (25 days after 5 years).
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Professional development and renewal leave.
- CalSTRS retirement.

Minimum Qualifications:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Education: Equivalent to a Masters degree from an accredited college or university with major course work in education or a field related to specific area of assignment.
- Experience: Five years of increasingly responsible experience in instruction at a college level; including two years of administrative and management responsibility.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Examples of Duties and Responsibilities:

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Duties may include, but are not limited to, the following:

- Develop and implement department goals, objectives, policies, and procedures.
- Plan, organize and direct instructional and student support programs, services, and initiatives relative to area of assignment.
- Direct, oversee, and participate in the development of the department work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Prepare the department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Recommend the appointment of faculty and staff; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; monitor faculty contracts to assure accordance with association contract and district policies; maintain discipline and high standards necessary for the efficient and professional operation of the department.
- Oversee the accurate development, approval and implementation of college curriculum; participate in the coordination, preparation, publication, and distribution of the college catalog and schedule of classes.
- Ensure instructional programs and support services are regularly assessed for evidence of student learning and achievement, particularly in terms of student outcomes and adherence to standards of accreditation; participate in developing and implementing enrollment performance goals.
- Initiate, support and participate in efforts to secure local, state or federal grant funding for college programs and services; ensure that grants are implemented according to approved plans and that reporting requirements are met in a timely manner.
- Represent the department and division to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Coordinate the selection, use, and maintenance of equipment and facilities assigned to the division.
- Plan and coordinate course schedules in response to the needs of students and within the districts enrollment targets; manage enrollment to maximize use of faculty loads, operating budgets, and space resources.
- May oversee revenue-generating classes, programs, and activities.
- Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.

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- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

For more information on this position and to apply, please visit our website at the following link:
wvm.peopleadmin.com

Applicants who, due to a disability, require accommodations to complete the application, testing or interview process, please contact Human Resources at (408) 741-2174 to arrange for assistance.

West Valley-Mission Community College District is an Equal Opportunity Employer.

Contact Information

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

Contact

N/A

West Valley-Mission Community College District

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