

Dean of Visual and Performing Arts  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=253819>

Downloaded On: Mar. 4, 2025 9:31pm

Posted Feb. 27, 2025, set to expire Mar. 28, 2025

<b>Job Title</b>	Dean of Visual and Performing Arts
<b>Department</b>	Visual and Performing Arts Department Administration
<b>Institution</b>	Citrus Community College Glendora, California
<b>Date Posted</b>	Feb. 27, 2025
<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 - Academic Unit Fine Arts - Dance Fine Arts - Drama/Theater Fine Arts - Music Fine Arts - Visual Arts Fine Arts - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6036816">https://apptrkr.com/6036816</a>

**Apply By Email**

**Job Description**

Dean of Visual and Performing Arts

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**Position Title** Dean of Visual and Performing Arts

**Recruitment Start Date** 02/25/2025

**Recruitment End Date**

**Open Until Filled**

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**First Consideration Date** 04/04/2025

**Salary Range** M-77

**Pay Rate** \$178,052-\$234,305 annual, plus 2.5% for a verified doctorate from an accredited institution. Initial placement on the management salary schedule for newly hired managers will be at step 1; however, the President may recommend a higher step placement.

**FLSA Status** Exempt

## Benefits

### Health & Wellness

- Fully-paid [Medical, Dental, and Vision Insurance](#) for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

### Work-Life Balance

- [18 Paid Holidays](#) and 22 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

### Financial & Retirement Benefits

- [CalPERS/CalSTRS](#) Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- District paid employee post-retirement medical for those who qualify

## General Description/Summary

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### **About Citrus College**

Celebrating more than 100 years of service, Citrus College is located in Glendora in the foothills of the San Gabriel Mountains, approximately 25 miles northeast of metropolitan Los Angeles. The college has the distinction of being the oldest community college in Los Angeles County and the fifth oldest in the state.

Citrus College was founded in 1915, with an enrollment of 27 students, under the leadership of Dr. Floyd S. Hayden, who helped bring the community college movement to California. From 1915 to 1961, the college was operated by the Citrus Union High School District.

In July 1961, the Citrus Community College District was created to include the Azusa and Glendora Unified School Districts. In 1967, the district expanded to include the Claremont, Duarte and Monrovia school districts.

Today, Citrus College occupies a 104-acre campus, and offers classes on a 16-week calendar (fall and spring semesters), as well as a variety of non-traditional scheduling options - winter session, evenings, summer sessions, and optional class formats, such as hybrid and online education courses.

The Visual and Performing Arts Division at Citrus College believes that to be a successful twenty-first century artist, you must be an artist that takes a multi-dimensional approach. Our courses are designed to assist students in achieving their educational goals, whether that is attaining transfer degrees to university, or completing career/technical certificates for those who desire to enter directly into the entertainment workforce. We are committed to giving a cross-disciplinary education that provides multi-faceted opportunities for students. Join our Visual and Performing Arts team as we offer a variety of pathways to a diverse student population.

### **Mission Statement**

Citrus College provides students with quality educational experiences and support services that lead to the successful completion of degrees, transfer, certificates, career/technical education, and basic skills proficiency. The college fosters academic and career success through the development of critical thinking, effective communication, creativity, and cultural awareness in a safe, accessible, and affordable learning environment. In meeting the needs of our demographically diverse student population, we embrace equity and accountability through measurable learning outcomes, ethical data-driven decisions, and student achievements.

### **Accreditation**

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Citrus College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including filing of complaints against member institutions, can be found at [www.accjc.org](http://www.accjc.org).

### **POSITION SUMMARY**

Under the direction and supervision of the Vice President of Academic Affairs, the dean will lead and administer all aspects of the Visual and Performing Arts Division, including the design, delivery, staffing, administrative support, supervision, and evaluation of division programs including the Haugh Performing Arts Center. The dean will manage and monitor student enrollment, progress, discipline, program review, student learning outcome assessment, and all related records and reports.

This is a 12-month academic management position.

### **MINIMUM QUALIFICATIONS / EDUCATION AND EXPERIENCE**

- Evidence of sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.
- Possession of a master's degree.
- One year of leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.

### **PREFERRED QUALIFICATIONS**

- Two or more years of experience in a community college academic administrative position or similar leadership position.
- Experience teaching in a community college or university environment.
- Experience providing leadership for a visual and/or performing arts division or department.
- Background in a discipline related to visual and/or performing arts.
- Possession of a master's degree, or higher, closely related to either visual and/or performing arts.
- Evidence of the ability to work in a shared governance (collegial) environment.

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- Evidence of willingness to promote flexible and creative strategies, curriculum, and scheduling of classes.
- Experience in supporting existing and emerging programs.
- Experience with budget and project management.
- Evidence of the ability to embrace and promote culturally inclusive pedagogical/andragogical practices in the arts.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS

- Provides direction and support to faculty in the development, revision, and evaluation of division curriculum and materials. May serve on the District's Curriculum Committee.
- Reviews and approves division curriculum development proposals, course outlines, program changes, textbook recommendations, field trip requests, credit by examination requests, and program requirement waivers.
- Reviews instructional programs for compliance with applicable state and federal law, regulations and guidelines, District policy and procedure, and responsiveness to the needs of a culturally diverse community.
- Responsible for development of schedule of classes and all instructor assignments.
- Responsible for oversight of the Haugh Performing Arts Center.
- Responsible for leadership of a variety of special programs as assigned by the Vice President of Academic Affairs.

### PERSONNEL

Effectively recommends the hire, transfer, suspension, lay-off, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all division personnel. Is also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the division, and providing direction and assistance wherever a need for improvement is identified.

### STUDENTS

- Responsible for the discipline of students enrolled in division courses, adjustment of grievances,

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scheduling, evaluation and reporting, and the resolution of student problems and complaints.

#### BUDGET/FUNDING

- Responsible for timely and accurate preparation, submission and administration of division budget.

#### PLANNING

- Responsible for completing annual and comprehensive program reviews, and evaluating proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings. Responsible for scheduling of classes, staffing and available facilities, supplies, equipment and materials. Monitors enrollment, cancels and changes classes in response to utilization.

#### COMMUNITY CONTACT/REPRESENTATION

Must be a highly visible educational leader seeking positions of significant leadership in community institutions as well as community support organizations and on state boards and committees to articulate, enhance, and improve District programs, offerings, funding, assets, and educational leadership position and reputation at the state and national levels.

#### OTHER PROFESSIONAL RESPONSIBILITIES

- Significant responsibility for chairing and supervision of District-wide committees and task forces; performs other duties and special projects as assigned, such as substantive change reports and review of Board Policies and Administrative Procedures.
- Supervises all aspects of the planning, funding, coordinating, staffing, delivery, and evaluation of programs in the division. Supervise the performance of all personnel functions for assigned staff. Use enrollment management tools and data for decision-making. Utilize the District integrated information system to facilitate organizational and management practices as they apply to the analysis and evaluation of programs and operational practices. Work with the student learning outcomes coordinator to monitor student learning outcomes and assessment activities at the program and course levels; apply knowledge of accreditation standards of the Accreditation Commission for Junior and Community Colleges and the Western Association of Schools and Colleges, or similar accreditation group; demonstrate a knowledge of and oversee online learning that include course management systems such as Canvas. Apply current complex principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation and pertinent federal, state, and local laws, codes, and regulations including the Education Code; comprehensive knowledge of the principles and practices of curriculum development and instructional teaching strategies,

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management principles and practices including understanding of human resources, current trends, research and development in post-secondary education, specifically community colleges.

- Work cooperatively with the Staff Diversity Officer, Title IX Coordinator, and ADA Coordinator(s) in the development and implementation of activities relevant to federal and state compliance.

Other duties as assigned that support the overall objective of the position and the District mission and philosophy.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to prevent and resolve professional and personal conflicts and problems, evaluate instructional content and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and articulate Area and District plans, goals, programs and requirements at the District, community, state and national levels.

**Department** Visual and Performing Arts Department Administration

**Job Category** Management

**Assignment** Full-Time

**Percentage of Time** 100%

**Months per Year** 12 months

**Work Days per Week** See "Work Schedule per Day" below.

**Work Schedule per Day** Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, this is an exempt management/supervisory-level position requiring some weekend, holiday, and non-conventional working hours in addition to the regular working hours of a collegiate environment.

**Work Shift**

**Bargaining Unit** Unrepresented

### **Citrus College Diversity Statement**

### **CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.



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## **ABOUT TRANSCRIPTS**

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

## **SELECTION PROCESS**

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

**Quick Link** <https://employment.citruscollege.edu/postings/1194>

## **Contact Information**

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



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**Contact**

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