

Dean, Arts
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=268037>

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Posted Nov. 7, 2025, set to expire Jun. 30, 2026

Job Title	Dean, Arts
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Nov. 7, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Fine Arts - Other Fine Arts - Visual Arts Administration - Academic Unit
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Job Description

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Dean, Arts

Position Number: CM-277-2025

Division: \$ATSDiv

Department: Arts Division Office

FTE: 100

Term (month/year):

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12 Months/Year

Annual Salary Step Range: \$198,228 - \$227,580

Initial Screening Date: 12/10/2025

Open Until Filled: Yes

Position Description

Position Overview:

Definition:

Under administrative direction, plans, organizes, controls, and provides administrative direction and oversight for all operations, activities, programs, and services of the Arts Department; oversees department-wide educational planning and program development in accordance with missions, goals, and objectives of the District and department; coordinates assigned academic programs with other District divisions, departments, officials, outside agencies, and the public; fosters cooperative working relationships among District divisions and departments and with various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Instruction in areas of expertise.

Supervision Received and Exercised:

Receives administrative direction from the Vice President, Instruction. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff through subordinate levels of management and supervision.

Class Characteristics:

This is a Dean classification that oversees, controls, and directs all academic programs and activities of the Arts Department, including short- and long-term educational planning and development, and administration of departmental policies, procedures, and programs. This class provides assistance to the Vice President, Instruction in a variety of administrative, management, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other divisions, departments, and outside agencies and managing and overseeing the complex and

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varied functions of the department. The incumbent is accountable for accomplishing departmental planning, goals, and objectives and for furthering District goals and objectives within general policy guidelines.

Examples of Essential Functions(Illustrative Only):

1. Assumes full management responsibility for all Arts academic programs, services, and activities.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within District policy, appropriate budget, service, and staffing levels.
3. Oversees and is responsible for department-wide educational planning and program development in accordance with missions, goals, and objectives of the District and department; oversees administration and monitoring of assigned department programs and services to ensure compliance with established curriculum and content standards and requirements; develops, analyzes, and implements curriculum standards to meet student needs; oversees development and implementation of new courses, programs, and instructional activities.
4. Oversees the coordination of communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs of the Arts Department and enhance the educational effectiveness of assigned programs and services.
5. Manages, develops, and administers the departments annual budget; participates in identification of and application for external funding sources, including developing industry partnerships; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
6. Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
7. Oversees the overall quality of the departments services by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
8. Conducts faculty review, including four-year probationary evaluation process, class visitations, and administrative evaluations.
9. Oversees programs and activities to enhance faculty and administrative understanding of education practices, curriculum standards, and instructional strategies related to Arts Department programs and

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services.

10. Oversees and participates in reviewing faculty curriculum and provides technical advice on changes and modifications to curriculum; works with faculty on curriculum development and transfer articulation proposals.

11. Oversees and participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; provides technical training to faculty on SLO development and assessment procedures and guidelines; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment for all courses and programs within the department.

12. Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning department operations and activities; provides detailed and technical information concerning department programs, services, curriculum, and courses.

13. Coordinates department programs, services, and communications between administrators, faculty, staff, other departments and divisions, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of department activities.

14. Oversees and participates in conducting a variety of analytical and operational studies regarding departmental and programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.

15. Ensures mandated reports are submitted according to established timelines.

16. Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the Arts Department.

17. Attends and participates in professional group meetings and various District committees and advisory boards; stays abreast of new trends and innovations related to the area of assignment.

18. Directs and facilitates the preparation and maintenance of a variety of records and departmental files.

19. Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.

20. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Vice President, Instruction.

21. Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.

22. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

23. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).

24. Oversees, leads, and provides high-level customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

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25. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
26. Implements, enforces, supports, and abides by federal, state, and local policies and Board Policies and Administrative Procedures.
27. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
28. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
29. Performs other related duties as assigned.

Qualifications

Knowledge of:

1. Principles and practices of supporting a DEISAA academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and the supervision of staff, either directly or through subordinate levels of supervision.
3. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
4. Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of curriculum standards and instructional programs, services, plans, strategies, processes, systems, projects, courses, goals, and objectives related to Arts academic programs and services.
5. Instructional techniques and strategies related to Arts academic programs and services.
6. Technical, legal, financial, and public relations issues associated with the management of District academic programs.
7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
8. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
9. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
10. Modern office practices, methods, and computer equipment and applications.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

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13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills and Abilities:

1. Implement, advocate for, and communicate the Colleges vision and commitment to creating a DEISAA academic and work environment.
2. Oversee and address gaps in DEISAA in the recruitment and retention of faculty and staff.
3. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
4. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
5. Provide administrative and professional leadership and direction for the department and the District.
6. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
7. Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
8. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
9. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
10. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
11. Effectively administer a variety of departmental programs, projects, and administrative activities.
12. Conduct effective negotiations and effectively represent the department in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
13. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
14. Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
15. Establish and maintain a variety of filing, record keeping, and tracking systems.
16. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
17. Operate modern office equipment including computer equipment and specialized software applications programs.
18. Use English effectively to communicate in person, over the telephone, and in writing.
19. Understand scope of authority in making independent decisions.

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20. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

21. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

1. Equivalent to a Masters degree from a regionally accredited college or university with major coursework in any academic discipline; and
2. Seven (7) years increasingly responsible leadership experience of instructional programs and services.

Desirable Qualifications:

1. Masters degree from a regionally accredited college or university in one of the art disciplines is preferred.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility, preferably in institutions serving minoritized populations such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certificates:

Possession of, or ability to obtain, a valid California Drivers License by time of appointment.

To apply, visit <https://hrjobs.mtsac.edu/postings/13879>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their

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educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

Mt. San Antonio College Mission and Goals

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

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Contact Information

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

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Contact

N/A

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