

Dean, Community Education
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=229645>

Downloaded On: May. 13, 2024 11:18am

Posted Jan. 29, 2024, set to expire May 31, 2024

Job Title Dean, Community Education
Department Staff
Institution Foothill-De Anza Community College District
Los Altos Hills, California

Date Posted Jan. 29, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Dean

Academic Field(s) Administration - Undergraduate Education
Administration - Other

Apply Online Here <https://apptrkr.com/4969527>

Apply By Email

Job Description

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Dean, Community Education

HR EMPLOYMENT/CAREERS

Closing Date: 03/01/24**

**Any complete applications received after the closing date will only be forwarded to the hiring committee at their request.

SALARY GRADE:

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FULL SALARY RANGE: \$160,764.43 - \$226,211.73 annually*

*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range:** \$160,764.43 - \$177,242.80 annually). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay.

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

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

De Anza College Mission Statement:

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility

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- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

POSITION PURPOSE:

Reporting to the Associate Vice President of Communications and External Relations, develops and administers various community service programs that supplement and enhance the instructional, student support and student activity programs of the College and serve community child care needs, all with a view toward equity. Provides educational, enrichment, cultural and recreational classes/programs designed to satisfy a wide range of public interests.

NATURE and SCOPE:

The Dean of Community Education supervises the Child Development Center Director; Community Education Program Coordinators (2); Museum Coordinator; Planetarium Coordinator; Planetarium Specialist; Planetarium Assistant; Administrative Assistant II; and numerous short-term, temporary instructors.

All Community Education programs are self-sustaining and are not supported by college general funding. The Dean of Community Education is responsible for developing the Community Education budgets and determining the allocation of all funds, monitoring program viability and determining termination; launching new programs; hiring staff; deciding which community and civic organizations will best represent the College and fulfill its mission; and selecting relevant joint ventures with community, civic, and school districts.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Produce a balanced program of self-supporting educational, cultural, social and recreational services for the community.
2. Oversee the Child Development Center Director in the managing of center operations, staffing, and regulatory compliance.
3. Develop and administer the Community Education programs' self-sustaining budget; direct the forecast of additional funds for staffing, capital equipment, materials and supplies; monitor and approve expenditures, implement mid-year adjustments; and ensure a positive bottom line for

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Community Education at the end of the fiscal year.

4. Innovate new directions and simultaneously seek fund development for Community Education programs, including, the Euphrat Museum of Art, De Anza College Academy enrichment classes and community programs of the De Anza College Planetarium, with particular attention to the ways in which technology can be used to support, develop and augment the programs as appropriate.
5. Oversee the development and implementation of a comprehensive marketing plan to promote Community Education, including collaboration with the College Office of Communications.
6. Develop and strengthen ties with members of the off-campus community such as the Chamber of Commerce Board, Cupertino Chamber of Commerce, community, and service groups.
7. Collaborate with College departments to facilitate efficient and effective community service programs and activities; establish contact with certified staff for hiring purposes as well as program development.
8. Develop and implement cooperative community educational/cultural activities with College departments and other institutions.
9. Provide leadership and participate in committees and meetings to include department, College/District, meetings and state level meetings.
10. Hire, train and evaluate Community Education staff to ensure successful and accountable program results.
11. Support, implement, and promote compliance with the College and District equity planning in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
12. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.
13. Perform related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

1. Budgeting, accounting, forecasting.
2. Techniques outlined in hiring, training, supervising, and evaluating staff.
3. Local economy and workforce trends.
4. Community demographics and how they are used in marketing and program planning.

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5. Understanding of business principles.
6. Use of technology to leverage educational programming.
7. Knowledge of District policies and procedures, applicable laws, regulations, guidelines, and contracts
8. Personnel management.
9. College governance policies.
10. Computers: commonly used software and communication mediums.

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. Public speaking and problem solving skills.
4. Proven leadership and management skills.
5. Strong supervisory skills.
6. Strong program management skills.

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. Bachelor's degree in related field.
3. One (1) year of experience in a management level position with a community, civic or educational institution or in a relevant business environment, particularly in the area of program development.
4. Preferred Qualifications:
5. Master's degree in related field.

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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.

APPLICATION PACKET:

1. A District on-line application on <http://hr.fhda.edu/careers/>. *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. You may also visit our "Applicant Information" to

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assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

CONDITIONS OF EMPLOYMENT:

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

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

Excellent benefits package which includes medical 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: <http://hr.fhda.edu/benefits/index.html>.

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.

All interviewing costs incurred by applicant are 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: employment@fhda.edu

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1523?c=fhda>

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Contact Information

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

Contact

Staff

Foothill-De Anza Community College District

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