

Initial Review Date: 01/06/2023**

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

SALARY GRADE: A2/A3 - K

Full Salary Range: \$149,938.85 - \$ 210,979.04 annually*

*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range: \$149,938.85 - \$165,307.59 annually**). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay, up to \$564 per contract month.

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. 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.”

These core values are essential to authentic and sustainable institutional equity at Foothill College. Institutional equity is embedded not only in the college's Educational Master Plan and Strategic Vision for Equity but in its planning, hiring and evaluative processes.

POSITION PURPOSE:

Reporting to the Associate Vice President of Instruction, implements and facilitates the delivery of educational services to students in the Kinesiology & Athletics Division's departments; hires, evaluates, budgets, schedules, monitors and analyzes enrollment, productivity, recruitment, arbitration of conflicts, and compliance with legal obligations. The Division includes the following departments: Athletics, Dance, Kinesiology, Personal Trainer, Physical Education, and Sports Medicine

NATURE and SCOPE:

The Division Dean of Kinesiology & Athletics supervises the Athletic Director and approximately 41 full- and part- time faculty, classified staff, temporary and student employees, and volunteers. This position is responsible for developing the budget and allocating funds; resolving conflicts; scheduling classes; determining the content of evaluations; assigning faculty; and providing answers to student problems. The Division Dean is responsible to the Vice President of Instruction for the vision and leadership of the division.

KEY DUTIES and RESPONSIBILITIES:

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

Direct administration of:

1. Curricular leadership in emerging technologies.
2. Collaborate with the Director of Athletics on all aspects of intercollegiate athletics.
3. Physical Education and Athletics facilities operations, scheduling and staffing.
4. Faculty assignments and teaching load.
5. Payroll records, such as certifying attendance of all personnel in the division, approving faculty absences from assigned classes, and arranging for substitutes in case of absence.
6. The division budget with respect to faculty requests, instructional supplies, clerical assistance, operation and maintenance of division facilities, equipment, library resources, audio-visual aids and travel.
7. The formulation and monitoring of the budget.
8. All the on- and off-campus instructional programs, procedures, and regulations offered by the division, including the service and general education courses for students regardless of major.
9. Division course offerings and schedule preparation.
10. Activities within the division in regard to exhibits, bulletins, instructional facilities (including the laboratories, study areas, etc.), relations with other divisions, and public relations.
11. Builds an esprit de corps among the students by developing activities and awards related to majors offered by the division.
12. Works with neighboring colleges to provide and support student internships.

13. Oversees all instructional labs.
14. Support, implement, and promote compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
15. Assure compliance with OSHA Standards and 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.
16. Supervises and evaluates all division personnel and makes subsequent recommendations for promotion, tenure, permanent employment, professional recognition or dismissal.
17. Coordination of the Division Curriculum Committee in the development, maintenance, evaluation and deletion of curriculum.
18. Division communications including communicating the College mission and policies to faculty and students, communicating faculty and student needs and concerns to administration, and communicating with other college departments and personnel in support of division goals.
19. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Quality principles of trust, teamwork and collaboration.
2. Principles and practices of higher education organizations and structures.
3. Principles and practices, management and supervision.
4. Mission and goals of community colleges.
5. Concepts and principles of student learning.
6. Challenges unique to community college teaching.
7. Intellectual and pragmatic demands and concerns of the various disciplines.
8. Basic issues and problems related to promoting and maintaining professional harmony between disciplines.
9. Working knowledge of all applicable laws, regulation, guidelines, and contracts, such as Title V, Americans with Disabilities Act, Title IX, California Community College Athletics Association, OSHA and Hazmat regulations, and union contracts (Faculty Association, Association of Classified Employees, Teamsters, etc.).

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. Provide leadership to a diverse group of faculty and staff.

3. Represent and promote the interests of the division in the administration of the college and the district.
4. Implement concepts of shared governance.
5. Communicate effectively orally and in writing.
6. Interpret and apply rules, regulations, policies and procedures.
7. Control difficult and sensitive issues and problems and resolve conflicts.
8. Represent the division in an administrative capacity in the District and the community.
9. Promote and facilitate growth and improvement in programs and curriculum.
10. Train, assign, supervise, evaluate and develop staff.

MINIMUM QUALIFICATIONS:

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. Master's degree or higher academic degree.
3. One year of administrative experience, formal training, internship or leadership in an area related to the management of instructional programs.

Preferred Qualifications:

1. Experience in a discipline in the division.
2. Experience with supervising or coordinating academic and vocational programs.
3. Preparation of oral and written reports.
4. Grant writing and administration of grants.
5. Strong organizational and leadership skills.
6. Experience with finances and personnel management.
7. Experience working with people in a shared governance context.
8. Two (2) years of experience as an administrator in an educational environment.
9. Understanding of public relations and fundraising as they relate to college programs.
10. College teaching and experience.
11. Good interpersonal communication.
12. Vision and creativity in a cooperative environment.
13. Willingness to learn new technology.

WORKING CONDITIONS:

Environment:

1. Typical office environment; subject to travel to conduct work.

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.

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, Permanent, 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: <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.

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: employment@fhda.edu

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