

## **San Joaquin Delta Community College District**

### **Division Dean—Humanities, Social Science, Education and Athletics**

#### **DESCRIPTION**

The Division Dean of Humanities, Social Science, Education, and Athletics will support Delta College's educational mission by advocating for and promoting change that leads to quality instruction, student success, and responsive service to the campus community and the public. The incumbent will develop and maintain a division and campus climate based on trust, open communication, and mutual respect. With division faculty and staff, the incumbent will develop and promote collaborative partnerships with divisions, programs, and functional units across the campus and throughout the community. The incumbent will have a demonstrated commitment to data-driven decision-making. Under the general supervision of the Assistant Superintendent/Vice President for Instructional Services, the Division Dean will provide vision and leadership for the division and will be responsible for the management and supervision of a variety of programs, all regular, contract, and adjunct faculty, classified professional staff, a variety of facilities, and the fiscal resources of the College and the Division. The Division Dean supervises the Athletic Director who oversees all aspects of the Athletic programs and facilities. The Humanities, Social Science, Education, and Athletics Division includes the following areas of study: Public Safety, which includes Administration of Justice, Correctional Science, POST Academy, and Fire Technology; Anthropology, Archeology, Civilization, Early Childhood Education, Economics, Education, Ethnic Studies, Family Day Care Provider, History, Humanities, Philosophy, Political Science, Psychology, Religion, Social Science, and Sociology;; Athletics, Health Education, Physical Education, and several work experience programs

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

1. **VISION, PLANNING, AND LEADERSHIP:** In collaboration with division managers, faculty, and staff, provides overall leadership in all areas of Humanities, Social Science, Education, and Athletics including articulating a vision and direction for the division. Communicate the vision and direction throughout the College and the wider community. Using the College Educational Master Plan, the Facilities Master Plan, and the College Strategic Plan, develops a 5-year plan for the Humanities, Social Science, Education, and Athletics Division that supports and extends the goals of these plans. On an annual basis, establish, implement, maintain, monitor, and evaluate the division's program goals and objectives using appropriate data.
2. **PERSONNEL:** Foster a positive, collaborative working environment among managers, faculty, and staff within the division. Assist in recruiting, screening, interviewing, and conducting reference checks of classified, faculty, and management applicants within the division. Conduct orientation activities for new hires within the division. Provide proper day-to-day administrative supervision and management of all personnel within the division and conduct periodic evaluations of all division staff as mandated by college policy. Provide leadership and serve as a technical resource for professional development activities within the division. Arrange for staff substitutes, as necessary, to maintain the appropriate day-to-day operation of the division. Serve as a first-line supervisor in all matters and processes covered in the employee relations contracts.

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3. **PROGRAMS:** Assist in the development, implementation, evaluation, and revision of curriculum and programs within the division. Assist in marketing and promoting division curriculum, services, and programs and recruiting students within the division's curricular offerings and services. Serve as a technical resource in interpreting college curricular and co-curricular policy governing student field trips, development and maintenance of student/instructor handbooks, interdisciplinary relations, program certification and accreditation, and articulation activities with schools, colleges, and universities. In collaboration with division/program faculty and staff, conduct periodic program reviews as mandated by college policy.
4. **ENROLLMENT MANAGEMENT:** In collaboration with the Assistant Superintendent/Vice President for Instructional Services, and with appropriate faculty and staff input, employ college-wide enrollment management principles, scheduling guidelines, and enrollment targets to determine course offerings and the appropriate sections of each course including corresponding time schedules; recommend the appropriate assignment of faculty and rooms for all classes offered within the division. Monitor enrollment effectively, and add/cancel classes as necessary.
5. **MANAGEMENT:** Develop and monitor budgets, class schedules, and the College Catalog as they pertain to the division. Execute effective management in administering the division including preparing a variety of reports, monitoring reports required of faculty and staff, obtaining supplies and materials, maintaining and inventorying equipment, and accounting for and approving instructor units. Implement, maintain, and monitor instructional contracts as approved by the College administration. Assist in the maintenance of the Matriculation Plan, Technology Plan, and Federal and State Grants related to or involving the division.
6. **MEETINGS, AGENDAS, AND MINUTES:** Responsible for preparation, maintenance and circulation of all meeting agendas and minutes pertaining to the division, its programs, advisory committees, foundations, and community-based committees or organizations.
7. **FACILITIES:** Develop, assign, and monitor use of facilities. Evaluate facility utilization and provide recommendations for the enhancement of facility usage. Report the need of required maintenance of facilities to ensure a safe and secure learning environment. Manage hazardous materials as mandated by college policy.
8. **STUDENT RELATIONS:** Serve as a resource in advising, registering, and providing job placement and referral to students within the division. Encourage and promote student scholarships, student clubs, and other student-oriented organizations within the division, and encourage faculty participation with these organizations. Promote and encourage student workshops, field days, open houses, and other student/college orientation activities within the division. Serve as a first-line administrator concerning the hearing and handling of student complaints pertaining to division staff, curricular, and co-curricular issues.
9. **TEACHING:** Provide leadership and serve as a technical resource for curriculum development and student evaluation within the division. Assist faculty in the development, evaluation, and revision of courses and curriculum for division programs.

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10. EXTERNAL RELATIONS AND FUNDING: Participate in community activities to promote a positive image and community support of the College and the division's programs and services. Develop innovative approaches to Humanities, Social Science, Education, and Athletics funding. Seek promote, develop, and implement educationally-related grants and contracts appropriate to the division. Establish and maintain educational foundations related to the division that are approved by the Board of Trustees, and manage such foundations in accordance with the established by-laws. Accept and direct all donations to the College and its staff in accordance with college policy.
11. ADVISORY COMMITTEES: In cooperation with instructional staff and management, maintain existing advisory committees and when appropriate, establish new committees and select advisory committee members. Ensure that advisory committees meet at least twice per year, that agendas and minutes are provided to the committee members in a timely manner and a copy of the agendas, minutes, and original sign-in sheet are maintained for a minimum of four (4) years in the division office.
12. UNIQUE DIVISION PROGRAMS: Assist the faculty and staff in producing successful Humanities, Social Science, Education, and Athletics programs, events, and activities, and promote collaboration among programs within the division and across the College curriculum. Oversee the management of existing programs unique to the division and the development of new programs when appropriate. Such programs include the POST Academy and Foster/Kinship and Independent Living Program.
13. Perform other related duties as assigned.

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

#### **Ability to:**

Work with a diverse population representing a wide range of abilities, ages, nationalities, and cultures; work in a collaborative environment of shared decision-making; understand the inter-relationships of disciplines within the division; manage instructional programs; supervise, evaluate, and support managers, faculty, and classified personnel; develop and implement educational programs, particularly in the humanities, social sciences, and education; promote collaboration among the College, humanities, social science, and education departments, and community humanities, social science, and education organizations; assume the responsibilities of a comprehensive, complex division; communicate and work effectively with students, staff, and the community.

#### **Knowledge of:**

Laws, rules, and regulations pertaining to California Community Colleges; humanities, social science, education, and athletics program assessment, analysis, and evaluation processes; collective bargaining contracts; budget management; grant proposals and fund raising.

Accreditation requirements for effective student learning and programs services including instructional programs and student support.

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Computers and computer applications such as Microsoft Office (Word, Excel, PowerPoint) FileMaker Pro, etc. and ability to learn college systems that support management systems and student services functions (CurricUNET, System 2000, etc.).

The interrelationships of disciplines and services within a college in order to develop and implement division programs and services most efficiently and effectively.

#### **Experience with:**

A diverse population; the diverse needs of non-traditional students; individualizing the instructional program; establishing and maintaining effective working relationships and partnerships with private and public employers, community-based organizations and professional organizations.

#### **MINIMUM QUALIFICATIONS**

- Possess a Master's or higher degree from an accredited college or university.
- Demonstrate significant experience or educational achievement in one of the disciplines represented in the College curriculum.
- Possess three or more years of faculty or academic administrative experience at the secondary or college level.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

#### **License/Certification:**

A valid Class "C" California Driver's License.

#### **DESIRABLE QUALIFICATIONS**

- Possess credentials in a discipline represented in the division.
- Possess teaching and administrative experience in a community college.
- Possess three or more years of progressively-responsible administrative experience.

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