



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DEAN OF HUMANITIES & SOCIAL SCIENCES

An Administrative Position

Grade AD

A. General Statement

Reporting directly to the Vice President of Instruction, the Dean of Humanities & Social Sciences provides vision, administrative leadership, management and oversight for the Humanities & Social Sciences Division. The Humanities & Social Sciences Division includes Fine and Performing Arts, Language Arts, Foreign Languages, Social Sciences, and other specialized services.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provide vision and leadership for a diverse, dynamic, and innovative community of faculty and students
2. Provide year-round leadership, management, and development of the Division's day, evening and weekend programs
3. Hire faculty and classified staff for the Division; recommend personnel actions to the Vice President of Instruction. Administer the supervision and evaluation of Division faculty and classified staff
4. Organize and supervise the operation of the Division office, and coordinate and administer the Division budget
5. Collaborate with faculty to develop curricula; support a variety of methods of instruction, including web-assisted instruction and distance learning; and ensure course and program articulations are kept current
6. With Division faculty, staff, and other instructional administrators, coordinate the preparation of course schedules, catalogs, brochures and other printed materials for the Division
7. Facilitate grant applications for the Division, manage grants, and prepare required reports
8. Serve as liaison with other college divisions and advisory committees, individual students and student groups, as well as university, K-12, and other off-campus and community groups
9. Serve as an active member of the College administration team to address college-wide issues, concerns, and planning, and serve on College and District committees as assigned
10. Organize and lead the annual Division planning and budgeting process in concert with college goals
11. Provide leadership for departmental program reviews
12. Provide leadership in staff and faculty development, including division meetings and retreats, for the Division faculty and staff
13. Perform other duties as assigned by the Vice President of Instruction

C. Requirements

1. Possession of a Master's degree from an accredited institution in Liberal Arts, Fine Arts, or Social Science, OR possession of a California Community College Supervisor Credential, OR the equivalent.
2. One year of formal training, internship, or leadership experience reasonably related to the managerial assignment
3. Ability to communicate effectively and constructively with persons of diverse cultures, language groups, and abilities. Demonstrated sensitivity to and ability to work with the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities.

D. Physical/Other Requirements

This classification requires data comparison, analysis and interpretation; conceptualization; oral communication with small and large groups; persuasive communication; negotiation; confrontation; conflict resolution; coordinating work performed by others; tact, sensitivity, patience; flexibility and adaptability; good memory; attention to details; and prioritization in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Successful teaching experience in a discipline that is taught in the Humanities & Social Sciences Division
2. Ability to elicit and bring focus to recommendations from Division faculty and staff, and ability to represent effectively the Division and its goals at College and District levels
3. Knowledge of the California community college system
4. Strong commitment to creating an environment that fosters academic excellence and student learning
5. Ability to promote the arts both on campus and in the greater community
6. Experience in community outreach
7. Knowledge of strategies to assist both native and non-native speakers of English in achieving excellence
8. Experience in and willingness to develop and implement programs that promote the success of under prepared students as well as transfer students
9. Ability to develop, organize, and coordinate diverse instructional programs to achieve College and Division goals
10. Evidence of a collaborative management style
11. Ability to manage the Division office and other support services to assist faculty, staff, and students
12. Ability to facilitate the development and administration of curricula
13. Ability to facilitate the development and administration of budgets
14. Ability to coordinate faculty hiring, scheduling, and evaluation
15. Ability to perform duties on time with attention to detail
16. Expertise in computer-based technology for division management and for instructional purposes
17. Awareness of and commitment to shared governance
18. Ability to articulate curricula and programs with both university and high school faculty
19. Experience working with others to develop and find support for innovative programs
20. Evidence of experience working effectively under pressure
21. Evidence of ability to inspire and coach co-workers and colleagues toward achieving important goals.

(3/2015)