



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### DEAN OF LANGUAGE ARTS

An Administrative Position  
Grade AD

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#### A. General Statement

The Dean of Language Arts is responsible to the Vice President of Instruction for administration of the division, including the disciplines of English and Literature, English as a Second Language, Film History, Modern Languages (Chinese, Spanish, Tagalog), Reading, and Communication Studies.

#### 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 the leadership, management, and development for the instructional programs for the Division.
2. Address issues that arise within the Division relating to personnel, facilities, equipment, curriculum, team building, and scheduling.
3. Work closely with faculty to support a strong teaching and learning experience for students and faculty which includes development of curriculum and application of up-to-date methods of instruction, including computer-assisted instruction and distance learning.
4. Guide and support faculty in their efforts to develop and assess student learning outcomes at the course, program, and division levels.
5. Coordinate preparation of catalog, schedule, and brochure materials for the Division.
6. Plan and administer the Division budget.
7. Direct the tenure review process and evaluation processes for all Division faculty and staff.
8. Collaborate actively and cooperatively with other administrators to address College-wide concerns.
9. Write grant proposals, manage Division grants, and prepare required reports.
10. Serve on designated College and District committees.
11. Manage the Division Office and other services to assist faculty and students.
12. Provide articulation/liaison with other College divisions and services, advisory committees, student groups, and appropriate off-campus institutions and groups.
13. Coordinate preparation of catalog, schedule, and brochure materials for the Division.
14. Establish and maintain mutually beneficial ties with industry, local high schools, and the local community.
15. Participate in implementation of staff development programs for Division faculty and staff.
16. Administer collective bargaining agreements for Division faculty and classified staff.
17. 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 one of the disciplines taught in the Language Arts Division, 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 Language Arts Division and demonstrated appreciation for the other disciplines taught in the Division.
2. Evidence of ability to provide leadership that inspires, encourages autonomy, and provides guidance to faculty and staff.
3. Evidence of involvement, initiative, and leadership in instructional activities.
4. Ability to develop, organize, and coordinate diverse instructional programs to achieve College and Division goals.
5. Ability to elicit and coordinate recommendations from division faculty and staff, and ability to represent effectively the division and its goals at college and district levels.
6. Ability to recognize, respond to, and encourage innovative practices.
7. Ability to facilitate the development and administration of faculty and staff hiring, curriculum, budget, staff development, and performance evaluation.
8. Ability to manage the Division office and other support services to assist faculty, staff and students.
9. Demonstrated ability to communicate and problem solve effectively with district and college administrators, faculty, staff, students, and the public.
10. Awareness of and commitment to the goals of shared governance.
11. Evidence of organizational skills, including prioritization and delegation.
12. Commitment to support, develop, and implement instructional programs related to Basic Skills initiatives.
13. Familiarity with and willingness to use or to encourage the use of computer-based technology for management of the division and for instructional purposes, such as curriculum development and outcomes tracking.
14. Experience in or willingness to support, develop, implement and assess outcomes of programs that lead to the success of all students, including underrepresented groups.
15. Knowledge of accreditation standards and their implementation.
16. Experience in articulating curriculum and programs with both university and high school faculty.
17. Successful experience in grant writing and management.
18. Demonstrated ability to form and maintain community and industry partnerships.
19. Ability to work collaboratively with faculty, staff and administration to plan and implement facilities modifications.
20. Commitment to programs that encourage pre-collegiate students to pursue education.