

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Division Dean, Physical Science, Mathematics, and Engineering

Job #07-036

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of Division Dean, Physical Science, Mathematics and Engineering, De Anza College.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Vice President of Instruction, provide leadership for the Physical Sciences, Mathematics, and Engineering Division, which consists of Astronomy, Chemistry, Engineering, Geology, Meteorology, Physics, and Mathematics. Administer personnel policies and practices. The Dean may be assigned up to 33% teaching duties. Assign and evaluate full- and part-time faculty. Hire, develop, direct and evaluate classified staff. Oversee budget development, implementation and management. Manage enrollment. Manage curriculum development, course scheduling activities and programs for increasing student readiness in math and science. Ensure effective use of instructional technology. Provide oversight of specialized classroom facilities and ensure compliance with hazardous materials regulations.

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. Master's degree in a discipline within or related to Physical Sciences, Mathematics, and Engineering, or the equivalent.
3. One year of administrative experience, formal training, internship or leadership in any related field.

PREFERRED QUALIFICATIONS:

1. Successful teaching experience in a discipline within the division, preferably postsecondary experience.
2. Track record of successful program or curriculum development and academic master planning.
3. Experience in managing diverse personnel, including team-building, cultural sensitivity, conflict resolution and team project completion.

4. Postsecondary administrative experience, preferably dean level.
5. Evidence of having improved the access, persistence and retention of underrepresented and underserved students.
6. Evidence of inspiring and facilitating innovative teaching and learning strategies in mathematics and/or the physical sciences and engineering.
7. Experience in laboratory operations or supervision.
8. Significant contributions to collaborative efforts involving colleagues outside the instructional area.

In addition, successful candidates will demonstrate the following:

1. Knowledge of pedagogical theory and practice that will lead to increased participation and success of underrepresented and underserved students in mathematics and science.
2. Capacity to engender trust, teamwork and collaboration.
3. Ability to plan, lead, manage, and supervise a very large, complex division of faculty and classified professionals.
4. Excellent oral and written communication.
5. Ability to interpret and apply rules, regulations, policies and procedures in an equitable and consistent manner.
6. Skill in representing and promoting the interests of the division in the administration of the college and the district.
7. Ability to develop, assign, supervise, and evaluate faculty and classified staff.
8. Leadership skill in grant writing, fundraising, and creating and maintaining partnerships with other educational institutions, government agencies, and business.
9. Vision of an environment that engenders a high rate of student success.

APPLICATION PACKET: (continued on back page)

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.

-OVER-

APPLICATION PACKET: (continued)

4. Questionnaire detailing your education and experience as they address minimum qualifications, preferred qualifications, and knowledge and abilities which support your candidacy for Division Dean, Physical Sciences, Mathematics and Engineering. Please include an email address to which we could send information if you are invited for an interview.
5. A separate document that provides 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.
6. Photocopies of all college transcripts.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

Hiring Range: \$111,564.60-\$117,135.84

Annual salary plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost 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 fully paid medical for employees and dependents, visit our web site:
<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, Permanent,
12 months per year.

STARTING DATE: May 1, 2007

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
(650) 949-6217
Email: employment@fhda.edu
<http://www.fhda.edu>

De Anza College Supplemental Questionnaire Dean, Physical Sciences, Mathematics and Engineering

Please indicate how you meet the following minimum and preferred qualifications as well as the knowledge and abilities of the successful candidate. Limit your responses to no more than five pages. The committee will not review responses that exceed five pages. Please do not write: "See Resume."

A. Minimum Qualifications

1. Degree and major _____ Accredited Institution _____
2. List in chronological order and briefly describe your experience in a leadership, supervisory, management or administrative position.
3. Describe your background, education and experience as it pertains to the understanding of, sensitivity to, and respect for diversity. This includes faculty, staff and student diversity in terms of academic background, culture, ethnicity, and special needs of the disabled.

B. Preferred Qualifications

1. Briefly describe your successful teaching experience in at least one of the following areas: Astronomy, Chemistry, Engineering, Geology, Meteorology, Physics or Mathematics.
2. Detail your track record of successful program or curriculum development and academic master planning.
3. Describe your experience managing diverse personnel; including team-building, cultural sensitivity, conflict resolution and team project completion.
4. Detail your post-secondary administrative experience that has best prepared you for this position.
5. Describe your accomplishments in improving the access, persistence and retention of underrepresented and underserved students.
7. Describe your accomplishments in inspiring and facilitating innovative teaching and learning strategies in mathematics, physical sciences and/or engineering.
8. Detail your experience of providing leadership in innovative teaching and learning strategies in mathematics and/or the physical sciences and engineering.
9. Describe your experience in laboratory operations or supervision.
10. Describe your significant contributions to collaborative efforts involving colleagues outside the instructional area.

Provide examples of the following knowledge and abilities that you possess:

1. Knowledge of pedagogical theory and practice that will lead to increased participation and success of underrepresented and underserved students in mathematics and science.
2. Capacity to engender trust, teamwork and collaboration.
3. Ability to plan, lead, manage, and supervise a very large, complex division of faculty and classified professionals.
4. Excellent oral and written communication.
5. Ability to interpret and apply rules, regulations, policies and procedures in an equitable and consistent manner.
6. Skill in representing and promoting the interests of the division in the administration of the college and the district.
7. Ability to develop, assign, supervise, and evaluate faculty and classified staff.
8. Leadership skill in grant writing, fundraising, and creating and maintaining partnerships with other educational institutions, government agencies, and business.
9. Vision of an environment that engenders a high rate of student success.