

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Foothill College

Division Dean, Computers, Technology and Information Systems

Job #07-102

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Division Dean, Computers, Technology and Information Systems, Foothill College**.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Vice President of Technology and Instruction, provide leadership for the Computer, Technology and Information Systems Division which consists of Computer Information Systems (CIS), Computer Networking and Electronics (CNET), Computers and Software Training (CAST), Computers on the Internet (COIN), Business Technology, Cooperative Work Experience (CWE), Certified Electricians Program; and the Apprenticeship Program. Manage assignments, enrollment, and evaluate load for full-time and part-time faculty. Hire, supervise, develop, direct and evaluate faculty and classified staff. Develop, implement and manage Division budget. Develop curriculum, new programs and course scheduling activities. Develop Saturday, summer, evening, and extended campus classes and programs. Coordinate responsibilities with counseling, transfer center, Middlefield Campus and other college staff. Participate in and develop program advisory committees. Ensure innovative and effective use of instructional technology. Provide oversight and maintenance of specialized computer labs and ensure compliance with hazardous materials regulations. Serve as the administrator for evening classes and programs for the Foothill Campus. Serve as liaison for career center and job placement program.

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 Computers, Technology and Information Systems, or the equivalent.
3. One year of administrative experience, formal training, internship or leadership in any related field.
4. Demonstrated technical expertise.

PREFERRED QUALIFICATIONS:

1. Two years in a leadership, supervisory management or administrative position.
2. Experience in state-of-the-art computer technology innovation and development.

3. Experience managing diverse personnel in area of team building, cultural sensitivity, conflict resolution, and team project completion.
4. Significant contributions to collaborative efforts involving technology.

In addition, successful candidates will demonstrate the following:

1. Knowledge of career technology programs.
2. Ability to develop, assign, supervise and evaluate faculty and staff.
3. Leadership in developing and maintaining partnerships with other educational institutions and technology and systems enterprises.
4. Excellent oral and written communication skills.
5. Strong organizational and leadership skills.
6. Budget development and management skills.
7. Capacity to engender trust, teamwork and collaboration.
8. The ability to develop job placements within technology industry.

APPLICATION PACKET:

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.
4. 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.
5. 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: \$106,536.48-\$111,866.64

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

-OVER-

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: As soon as possible upon completion of the search process.

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>