

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Division Dean, Physical Education and Athletics

Job #07-125

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the management position of **Division Dean, Physical Education and Athletics, De Anza College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Reporting to the Vice President of Instruction, the Dean will provide leadership for the Physical Education and Athletics Division and may be assigned up to 35% teaching duties. Report to the Vice President of Student Services for responsibilities relating to athletics. Administer personnel policies and practices. Manage assignments, enrollment, and evaluate load for full-time and part-time faculty. Hire, develop, direct and evaluate classified staff. Develop, implement and manage division budget. Develop curriculum and course scheduling activities. Develop Saturday, summer, evening and extended campus classes, activities and programs. Supervise faculty, classified and athletics staff. Coordinate responsibilities with Counseling, Student Activities, Student Government, Buildings and Grounds, and other college staff. Participate in and develop information for advisory committees and athletic commissions. Ensure compliance with standards, codes, regulations and laws impacting the division's programs, services, activities and facilities.

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 Physical Education or related area.
3. One year of administrative experience, formal training, internship or leadership in any related field.
4. Two years experience teaching and/or coaching in physical education/human performance.

PREFERRED QUALIFICATIONS:

1. Three years experience in a leadership, supervisory, management, or administrative position.
2. Experience as an administrator in a community college or other higher education institution.
3. Experience in athletics administration.
4. Higher education teaching and coaching experience.

In addition, successful candidates will demonstrate the following:

1. Knowledge of vocational Physical Education programs.
2. Knowledge of public relations and fundraising as they relate to college programs and athletics.
3. Knowledge of standards, codes, compliance regulations and laws impacting athletic division programs.
4. Knowledge of instructional technology in Physical Education.
5. Knowledge of financial and personnel management.
6. Vision and creativity in relation to program and curriculum development.
7. Strong organizational and leadership skills.
8. Interpersonal communication and team building skills.
9. Commitment to community outreach and liaison.

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-\$111,866

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.

-OVER-

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](mailto:employment@fhda.edu)

<http://www.fhda.edu>