

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
DEAN/FINE AND PERFORMING ARTS DIVISION**

**GENERAL RESPONSIBILITIES**

Under the direction of the Vice President of Academic Affairs, the Dean of Fine and Performing Arts will lead and administer all aspects of the Division including the design, delivery, staffing, administrative support, supervision and evaluation of division programs, and support staff, related special events, the District television station, Art Gallery, and public access television as well as student enrollment, progress, and discipline, and all related records and reports. In addition, the Dean oversees, plans and supports the production needs of all the departments and the Art Galleries and promotes the arts to the community of Santa Ana.

**SPECIFIC RESPONSIBILITIES**

**DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS**

Provides direction and support to faculty in the development, revision and evaluation of departmental curriculum and materials, services on the Division Curriculum Committee, and may serve on the District Curriculum/Instruction Council.

Reviews and approves Division curriculum development proposals, course outlines, program changes, textbook recommendations, field trip requests, credit by examination requests, and program requirement waivers.

Supports the development and maintenance of Career Technical Education programs and certificates through attendance at the Workforce Council and other regional meetings and oversees grant proposals.

Reviews instructional programs for compliance with applicable state and federal law, regulations and guidelines, District policy and procedure, and responsiveness to the needs of a culturally diverse community.

**PERSONNEL**

Effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all Division personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the Division, and providing direction and assistance wherever a need for improvement is identified.

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**STUDENTS**

Responsible for the discipline of students enrolled in Division courses, adjustment of grievances, scheduling, evaluation and reporting, and the resolution of student problems and complaints.

**BUDGETING/FUNDING**

Responsible for timely and accurate preparation, submission and administration of Division Budget.

**PLANNING**

Responsible for evaluating proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials. Monitors enrollment, cancels and changes classes in response to utilization.

**COMMUNITY CONTACT/REPRESENTATION**

Must be a highly visible educational leader seeking positions of significant leadership in community institutions as well as community support organizations and on State boards and committees to articulate, enhance and improve District programs, offerings, funding, assets, and educational leadership the Santa Ana College position and reputation of educational leadership at the state and national levels.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Significant responsibility for chairing and supervision of District-wide committees and task forces; performs other duties and special projects as assigned.

**ESSENTIAL FUNCTIONS**

Supervise all aspects of the planning, funding, coordinating, staffing, delivery, and evaluation of programs in the Division. Supervise the performance of all personnel functions for assigned staff. Use enrollment management tools and data for decision making. Utilize the District integrated information system, Datatel, to facilitate organizational and management practices as they apply to the analysis and evaluation of programs, and operational practices. Work with Department Chairs to monitor student learning outcomes and assessment activities at the program, course, and institutional

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levels; apply knowledge of accreditation standards of the Accrediting Commission for Community and Junior Colleges and the Western Association of Schools and Colleges, or similar accreditation group; demonstrate knowledge of and oversee online learning that include course management systems such as Canvas. Apply current complex principles and practices of instructional program development and administration; principles and practices of budget preparation and administration; principles of supervision, training and performance evaluation and pertinent federal, state, and local laws, codes and regulations including the Education Code; comprehensive knowledge of the principles and practices of curriculum development and instructional teaching strategies, management principles and practices including understanding of human resources; current trends, research and development in post-secondary education, specifically community colleges.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Must possess a Master's degree from an accredited college or university and one year of formal training, internship, or leadership experience reasonably related to this administrative assignment.

**Required Skills:** Ability to prevent and resolve professional and personal conflicts and problems, evaluate instructional content and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and articulate Division and District plans, goals, programs and requirements at the District, community, state and national levels.

Board Approval Date: August 13, 2018