Continuing Education.

DEADLINE FOR APPLICATIONS

A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications DOES NOT ensure an interview.

Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date. The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. NOCCCD will not sponsor any visa applications.

CYPRESS COLLEGE – “Minds. Motivated.”

Cypress College has motivated the minds of students since 1966. For nearly a half-million people – including actors, athletes, doctors, executives, mechanics, nurses and teachers – Cypress College has been a springboard to their dreams. For some, Cypress College is the ticket into their university of choice and for others it provides essential training for a rewarding career. Just one Cypress College class may be required to provide cutting-edge skills that lead to a promotion or a new job. Cypress College – Minds. Motivated.

Cypress College’s 16,500 students and the highly qualified teaching faculty are proud of the many excellent academic and vocational programs. Cypress College offers 50 university-transfer majors, 137 career-certificate programs, and degrees in 81 areas of study. Dr. Robert Simpson is the president.

Cypress College can be found on the web at www.cypresscollege.edu.

For further information about the position contact:
Eldon Young – Dean, Language Arts/Acting Dean, Library/Learning Resources and ISPS
eyoung@cypresscollege.edu

NOCCCD – “Greatness. Achieved.”

The mission of the North Orange County Community College District is to serve and enrich our communities and inspire life-long learning by providing education that is exemplary, relevant, and accessible.

Two of the state’s premier colleges and one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our college students are able to shape their futures in programs leading to associate degrees, vocational certificates, and transfer opportunities. Life-long learning also is possible in our continuing education programs that range from high school completion and basic skills mastery through an array of vocational training and self-development courses. The NOCCCD campuses serve an area of over one million diverse people – each pursuing their own, unique ambitions. The NOCCCD – Greatness. Achieved.

The District is governed by a seven-member Board of Trustees, elected by trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2013-14 was $190 million.

Cypress College and Fullerton College offer associate degrees, vocational certificates, and transfer education as well as developmental instruction and a broad array of specialized training.

The School of Continuing Education offers a variety of academic, training, and enrichment opportunities, including: high school completion, basic skills mastery, vocational certificates, and self-development courses.
THE POSITION

DEAN – LIBRARY/LEARNING RESOURCES AND INSTRUCTIONAL SUPPORT PROGRAMS AND SERVICES

JOB #CCM965

STARTING DATE

July 1, 2014

BASIC FUNCTION

Under the direction of the Chief Instructional Officer, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the college library and various learning resources and instructional support programs and services.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

Provide leadership in the administration of the college library and assigned learning resources and instructional support programs and services, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.

Formulate and develop long and short-range goals and strategies for assigned program(s) and services, including staffing, facilities, and educational philosophy; assure consistency of plans with other services, including staffing, facilities, and educational and strategic plans for assigned programs and services.

Develop and prepare the annual preliminary budget for assigned areas of responsibility; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations and activities.

Determine appropriate equipment and supplies for assigned areas of responsibility in accordance with established policies; monitor and control inventories.

Conduct outreach activities and serve as a liaison with local high schools and community agencies to promote program enrollment and effectiveness.

Maintain communication with District and college administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and activities of assigned areas of responsibility.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate staff development programs and activities for faculty and staff; provide orientation for new employees.

Organize, attend or chair a variety of administrative and staff meetings as required; serve on committees and special projects as assigned; provide administrative oversight of special projects or programs as assigned.

Maintain current knowledge of instructional methods and new technologies pertinent to the library, learning resources and instructional support programs and services; learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized and timely manner.

Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

Perform related duties as assigned.

OTHER FUNCTIONS

In addition to the essential functions, the Dean, Library/Learning Resources and Instructional Support Programs and Services may participate in the development and administration of external funding sources from grants, corporate sponsorships, and donations.

MINIMUM QUALIFICATIONS

Master’s degree from a regionally accredited institution AND at least one year of formal training, internship or leadership experience reasonably related to the assignment.

DESIRABLE QUALIFICATIONS

Possession of an advanced degree in library and information science from a regionally accredited institution.

Generalist, instructional or student services experience in an accredited post-secondary institution or business setting.

Teaching experience, preferably in a higher education environment.

Experience in the management, coordination, or leadership of an academic learning resources or instructional support program or service.

Experience working with computer software and technologies related to library, learning resources and instructional support programs and services.

Demonstrated evidence of working effectively and collaboratively with faculty, staff, students and managers.

Excellent written and oral communication skills.

SAFETY

The initial salary placement range is $114,347 - $144,687 annually, 12-month contract, plus an allowance that may be allocated toward the premium for the plan selected by the employee. In addition, the District provides a discretionary fringe benefit allowance that may be allocated toward the premium cost of eligible dependant health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference Job #CCM965 in all correspondence. Download the District Academic Management Application on our website at http://www.nocccd.edu, or email requests to tcm@nocccd.edu, or contact the Human Resources Office at (714) 808-4810. All application materials must be submitted with the District Academic Application as a complete package.

A complete application package MUST include the following:

1. Completed District Academic Management Application.
2. Letter of interest that demonstrates written communication skills and addresses the qualifications relevant to the position.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be verifiable on a legible transcript. Evaluations of foreign degrees and/or course work are required. See our website at www.nocccd.edu/Academic/ for information regarding evaluation of foreign degrees.

APPLICATION DEADLINE

Completed applications must be submitted by midnight on November 1, 2014. Applications received after the deadline will not be accepted.

EVALUATIONS OF FOREIGN DEGREES

Evaluations of foreign degrees and/or course work are required. See our website at www.nocccd.edu/Academic/ for information regarding evaluation of foreign degrees.