THE POSITION

Dean, Math & Computer Science
Job #CM973

STARTING DATE
January 2, 2009

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 a major multi-disciplinary instructional division within the college.

DUTIES AND RESPONSIBILITIES

Provide leadership in the administration of the Math and Computer Science division, 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 strategic plans for the Math and Computer Science division, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other colleges and District plans.

Develop and implement plans and policies to facilitate, improve and promote the curriculum, programs and services of the division; maintain instructional standards of quality.

Supervise the planning, development and recommendation of new courses; review standing courses and recommend the deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instructional programs, including online courses.

Develop and prepare class schedules, room and instructor assignments and class sections to be offered in day, extended day, weekends and intersessions.

Develop and prepare the annual preliminary instructional area budget; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding personnel, facilities, programs, operations and activities.

Determine appropriate equipment and supplies for the instructional area in accordance with established policies; submit textbook lists and requests for supplemental materials, audio-visual resources and other instructional resources; 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 coordinate division activities.

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

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 as assigned; provide administrative oversight of special projects or programs as assigned.

Maintain current knowledge of instructional methods and new technologies pertinent to assigned programs; 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 and ethnic background of students.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

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

DESIRABLE QUALIFICATIONS

Possession of an advanced degree in math or computer science from a regionally accredited institution.

Teaching experience in math or computer science related discipline in an accredited post-secondary institution.

Experience in the management, coordination or leadership of an academic program or service.

Experience in program development and evaluation directly related to the disciplines within the division, including development of Student Learning Outcomes and experience with Basic Skills curriculum.

SALARY

The initial salary placement range is $112,105 - $141,850 annually, 12-month contract, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Initial salary placement will be determined by the District Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS

The District is a participating agency in the CalPERS Hospital and Medical Care plan which allows eligible employees to select from several plans for their hospital and medical care. The District pays the full cost of the employee-only health insurance 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 dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, income protection insurance, and available investment options.

APPLICATION PROCEDURE

Reference Job #CM973 in all correspondence. Download the District Academic Application on our website at http://www.noccod.edu, or email requests to hr@noccod.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 Application.

2. Letter of interest which 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.noccod.edu/Employment for information regarding evaluation of foreign degrees.

In addition, although not required, applicants are strongly encouraged to submit three current letters of recommendation.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign and to complete all fields in the General Information section of the application will be considered an incomplete application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials.

Applicant bears the sole responsibility for ensuring that the application package is complete when submitted. Materials submitted independently of the application package will not be accepted.
Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, October 29, 2008. Postmarks will not be honored. Application packages received after the closing deadline will not be accepted. The District does NOT accept application materials by fax or email.

SELECTION PROCESS
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take several weeks. At the time of the interview a presentation and/or a written exercise related to the assignment may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. 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) 808-7000 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.

FULLERTON COLLEGE

Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system. Fullerton College offers a comprehensive academic program of lower division transfer courses and vocational training to prepare students for transfer as well as for the technology-driven workplace.

The 83-acre campus features 10 major instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus.

The college enrolls in excess of 19,000 students. There are 315 full-time faculty and approximately 480 adjunct faculty, who are supported by 285 classified employees and 43 managers. Dr. Kathleen Hodge is the President.

Fullerton College can be found on the web at www.fullcoll.edu.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

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.

Located approximately 40 miles southeast of Los Angeles, California, the North Orange County Community College District is the 12th largest in the nation, serving approximately 70,000 students each semester. The geographic boundaries of the District encompass 155 square miles.

The District includes the following cities: Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Los Alamitos, Placentia, Rossmoor, Yorba Linda, and portions of the following cities: Garden Grove, La Habra Heights, La Mirada, Orange, Seal Beach, Stanton, Whittier, and unincorporated territory in both Los Angeles and Orange counties. There are more than one million people living within its boundaries. The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2007-08 was $209 million.

The District includes Cypress College, Fullerton College, and the School of Continuing Education.

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

The School of Continuing Education offers noncredit programs including: high school completion, basic skills, vocational certificates, and self-development courses.

For further information about the position contact:
Chris Larsen – Committee Chair
(714) 992-7000

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.

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