For further information about the position contact: Eldon Young – Dean, Language Arts
(714) 484-7177

CYPRESS COLLEGE

Founded in 1966, Cypress College provides service to the community, offering a comprehensive educational program to its students. It is a student-centered institution, striving to achieve its vision of “A Premier Learning Environment for Student Success and Community Enrichment.” Faculty, staff and students work together in an atmosphere of open communication and mutual respect. A variety of innovative programs and specially-funded services provide creative learning opportunities for everyone on campus.

The college enrolls approximately 13,000 students each semester. There are over 200 full-time faculty (including 19 counselors) and over 450 adjunct faculty who are supported by more than 200 classified employees and 32 managers.

Incorporated in 1972, the Cypress College Foundation is a tax-exempt, nonprofit organization chartered to encourage contributions on behalf of the college. The Foundation is governed by a Board of Directors consisting of leading citizens of the Cypress College community. The Foundation’s current net worth is over $1 million.

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

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. Jerome Hunter. The total District budget for 2006-07 was $191 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 developmental instruction and a broad array of specialized training.

The School of Continuing Education offers non-college credit programs including: high school completion, basic skills, vocational certificates, and self-development courses.
THE POSITION

DEAN – HEALTH SCIENCES
Job #CCM992

STARTING DATE
July 1, 2008

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 Health Sciences Division and Student Health 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 strategic plans for the Health Sciences 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 Health Sciences 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.

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

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.

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.

DESIRES QUALIFICATIONS

Experience in the health science profession.
Knowledge and experience in local, state, and/or federal grant development and implementation.
Demonstrated commitment to work effectively and inclusively with faculty, staff, students, and the public.
Strong interpersonal skills with ability to motivate and empower faculty, staff, and students to succeed.

Experience in providing leadership, including program and curriculum development and evaluation, in a multi-disciplinary environment, with openness toward experimentation and innovation.

Teaching experience in a Health Science discipline at an accredited post-secondary institution, preferably at the community college level.

Experience in the management, coordination, or leadership of Health Science.

Demonstrated proficiency in oral and written communication.

Experience in the administration of budgets, personnel, and facilities in an educational setting.

Capacity to analyze complex issues and ability to facilitate collaborative problem solving.

Knowledge and experience in the management and assessment of technology needs in an instructional environment.

Demonstrated evidence of involvement in campus-wide issues and activities including shared governance.

SALARY

The initial salary placement range is $109,907 - $139,069 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 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 #CCM992 in all correspondence. Download the District Academic Application on our website at http://www.nocccd.edu, or email requests to hr@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 Application.
2. Letter of interest which demonstrates written communication skills and addresses the qualifications relevant to the position (not to exceed three pages).
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). Evaluations of foreign degrees and/or course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

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 destroyed for this position only. The District will not return or make photocopies of application materials.