mandatory supplemental forms must be completed and returned with the 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, June 8, 2010. 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) 808-4821 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.

SCE: “Change. Cultivated.”
A member of the North Orange County Community College District (NOCCCD), which also includes Cypress and Fullerton Colleges, the School of Continuing Education has been cultivating change in the lives of our community members for nearly 80 years with a wide range of educational programs and services from high school completion, English-language acquisition, vocational training, and self-development courses.

The School of Continuing Education can be found on the web at www.sce.edu.

NOCCCD: “Greatness. Achieved.”
The mission of the North Orange County Community College District is to serve and enrich our communities and inspire lifelong learning by providing education that is exemplary, relevant, and accessible.

Two of the state's premiere colleges and most extensive continuing education program combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 70,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. 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 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 at large by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2008-09 was $212 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.

For further information about the position contact:
Christine Terry – Provost
(714) 808-4670
THE POSITION

DEAN – SCE INSTRUCTION & STUDENT SERVICES

(TWO POSITIONS)

SCHOOL OF CONTINUING EDUCATION (SCE)
ANAHEIM CAMPUS
WILSHIRE CENTER

Job #SCM991

STARTING DATE

Within a mutually agreeable time, as soon as possible after acceptance of the position.

BASIC FUNCTION

Under the direction of the Provost of the School of Continuing Education, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of assigned instructional areas and student support services within the School of Continuing Education. The Dean, SCE Instruction and Student Services serves as the Chief Operating Officer of an assigned School of Continuing Education center and is responsible for the overall leadership and operations of the center.

DUTIES AND RESPONSIBILITIES

Provide leadership in the administration, organization and development of assigned instructional programs and student support services to meet community needs within the continuing education mission, 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 assigned areas of responsibility, including staffing, facilities, curriculum and student support services; assures consistency of plans with other School of Continuing Education plans and District plans.

Develop and implement plans and policies to facilitate, improve and promote the curriculum, programs and services of the instructional and student services areas; maintain instructional and service 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.

Manage enrollment, attendance and FTES production; develop and implement marketing and enrollment plan; develops and prepare class sections to be offered, class schedules, room and instructor assignments; determine appropriate equipment and supplies for assigned areas of responsibility in accordance with established policies; monitor and control inventories.

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 personnel, facilities, programs, operations and activities.

Represent the School of Continuing Education at community events; foster partnerships with community agencies in support of the continuing education mission and goals.

Maintain communication with District and School of Continuing Education staff and various agencies to coordinate program services and activities and exchange information and services activities.

Serve as the site student discipline officer.

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 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, disability and ethnic backgrounds 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 educational administration or an academic or student services discipline.

Experience in curriculum development, program articulation, or enrollment management.

Teaching or student services experience in an accredited post-secondary institution.

Experience in the management, coordination or leadership of an academic program or service, preferably in a continuing education/adult education environment.

Experience, understanding and commitment to working with a culturally and ethnically diverse student population.

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 #SCM991 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.
3. Resume describing educational background and work experience.
4. Undergraduate AND graduate college transcripts (may be unofficial). The award of all degrees must be printed on a legible transcript. Evaluations of foreign degrees and/or course work are required. See our website at 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 Nature Information Section of the application will be considered an incomplete application. All