THE POSITION
Director, Academic Support Programs and Services
Job #FCM979

STARTING DATE
January 23, 2008

BASIC FUNCTION
Under the direction of a college Vice President or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of college academic support programs and services.

DUTIES AND RESPONSIBILITIES
Perform varied and responsible duties in the development, organization and administration of college academic support services and programs, including the Skills Center, Reading Lab, Writing Center, Tutoring Center and other academic support services and programs as assigned.

Formulate and develop goals, objectives, policies and procedures to enhance academic support services.

Develop, in collaboration with faculty and staff, learning assistance programs and services to serve the learning support needs of the college; provide leadership in implementing innovative services, including current technology-based programs with appropriate equipment and software.

Initiate studies and conduct analyses to assess changing learning support needs and the effectiveness of the activities of programs and services.

Develop and prepare the annual preliminary budgets for assigned programs; 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 programs and services in accordance with established policies.

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 assigned 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.

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 AND one year of formal training, internship, or leadership experience reasonably related to the position.

DESERABLE QUALIFICATIONS
Master’s degree in a discipline related to curriculum areas supported by academic support services programs.

Teaching experience, preferably in a community college.

Administrative and/or leadership experience demonstrating increasingly responsible supervisory duties. Experience in the management, coordination, or leadership of an academic program or service.

Knowledge of current trends in skills development, individualized student instruction, tutoring, learning centers, technology-based skills development and related issues.

Determined effective oral and written communication skills.

Ability to work cooperatively and productively with a wide variety of persons in various disciplines; strong interpersonal skills and effective organizational skills, including analysis and problem solving; familiarity with data collection, statistical analyses and preparation of formal reports.

SALARY
The initial salary placement range is $80,369 – $101,693 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 Office of Human Resources in accordance with Board Policy and is not negotiable.

BENEFITS
The District pays the employee-only health insurance premium for those who qualify. The District also awards each eligible employee a negotiated dollar amount to use for other benefits such as: dependent health insurance, dental insurance, vision insurance, life insurance, accident insurance, and/or income protection insurance.

If the total cost of the employee’s benefits choice is more than the available benefit dollar amount, the remaining amount will be deducted from the employee’s paycheck. If the employee does not use all of the benefit dollars for insurance premiums, the employee may choose from available investment options in which to deposit the remaining amount.

APPLICATION PROCEDURE
Reference Job #FCM979 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. SEPARATE list of five professional references including current addresses and telephone numbers of current and previous supervisor(s).
5. 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. 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
Application package must be received by 5:00 p.m., November 28, 2007. 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.

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 finalist. 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.

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.

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. 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.