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 over 80 years with a wide range of educational programs and services from high school completion, English-language acquisition, vocational training, and self-development courses.

SCE serves 47,000 students annually, ranging from preschoolers to seniors, at three campus locations in Anaheim, Cypress, and Wilshire (Fullerton) as well as 150 off-campus locations. Accredited by the Accrediting Commission on Schools division of the Western Association of Schools and College and part of the California Community College System, all SCE courses are approved by the State of California. NOCCCD’s School of Continuing Education – Change, Cultivated.

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

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 2009-10 was $200 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 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 POSITION

MANAGER – SCE CAREER TECHNICAL EDUCATION (CTE) PROGRAMS

SCHOOL OF CONTINUING EDUCATION (SCE) ANAHEIM CAMPUS

Job #SCM985

STARTING DATE

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

BASIC FUNCTION

Under the direction of the Provost, School of Continuing Education, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the SCE Career Technical Education programs.

DUTIES AND RESPONSIBILITIES

Provide leadership in the administration of the SCE CTE programs, including resource development and personnel management, in accordance with laws, regulations, District policy and collective bargaining agreements.

Formulate and develop program plans, goals and objectives, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other SCE and District plans.

Plan and coordinate course offerings; develop and maintain outlines to accurately reflect the instruction program.

Direct the preparation and maintenance of detailed and comprehensive records, reports and files related to program personnel, facilities and activities; ensure the collection, recording and reporting of required student enrollment data.

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 SCE administrators, faculty members and classified staff to resolve conflicts and issues, exchange information and coordinate program activities.

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; coordinate programs and services as appropriate with other District and college personnel.

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.

OTHER FUNCTIONS

In addition to the essential functions, the Manager, SCE CTE Programs may participate in the development and administration of supplemental grants related to assigned programs.

MINIMUM QUALIFICATIONS

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

CONSIDERED QUALIFICATIONS

Master’s degree in education, medical or vocational field.

Management experience in postsecondary education.

Experience with educational program development and administration.

Teaching experience in a community college or continuing education environment.

Experience in career technical education.

EXPERIENCE

Experience in a career technical education environment.

EDUCATION (CTE) PROGRAMS

Anaheim, CA

Job #SCM985

STARTING DATE

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