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 by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2012-13 was $194 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  
July 1, 2013

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 prepare instructor schedules and room assignments; visit program sites and classrooms to monitor and evaluate program effectiveness; assist in the preparation of catalogue, class schedules, and other public information materials for assigned programs.

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; determine appropriate equipment and supplies for the instructional area in accordance with established policies; submit textbook lists and requests for supplementary materials, audio-visual and other instructional resources.

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.

DESIRABLE 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 curriculum development.

Experience in career technical education.

Experience developing business and community partnerships.

Grant management experience, including procurement and accountability.

SALARY
The initial salary placement range is $94,889 - $120,064, commensurate with satisfaction of the 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 #SCM985 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. Equivalencies of foreign degrees and 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 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.