DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 pm, August 10, 2011. 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. NOCCCD will not sponsor any visa applications.

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 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 Wilsphere (Fullerton) as well as 150 off-campus locations. Accredited by the Western Association of Schools and Colleges, SCE offers a variety of programs leading to associate degrees, vocational certificates, and self-development courses. The NOCCCD’s School of Continuing Education – Change. Cultivated.

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.

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 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.

NOCCCD: “Greatness. Achieved.”
The School of Continuing Education can be found on the web at www.sce.edu.

For further information about the position contact:
Valentina Purtell –
Dean, SCE Instruction/Student Services
(714) 484-7038

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.

Cypress College, Fullerton College, and 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. The NOCCCD’s School of Continuing Education – Change. Cultivated.

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

Manager, SCE ESL/Special Education Programs
Job #SCM997

1830 W. Romneya Drive • Anaheim, CA 92801-1819
www.sce.cc.ca.us
THE POSITION

MANAGER – SCE ESL/SPECIAL EDUCATION PROGRAMS

SCHOOL OF CONTINUING EDUCATION (SCE) ANAHEIM CAMPUS

Job #SCM997

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 the SCE ESL/Special Education programs.

DUTIES AND RESPONSIBILITIES

Provide leadership in the administration of the SCE ESL/Special Education 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 the catalogue, class schedules, and other public information materials for assigned programs.

Supervise the planning, development, and recommendation of new courses; review standing courses and recommend deletion of courses no longer appropriate to the curriculum; maintain current course outlines to accurately reflect the instruction program.

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

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

Conduct outreach activities and serve as 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.

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

Master’s degree in TESOL, TESL, linguistics, reading or related field.

Management experience in postsecondary education.

Experience with educational program development and administration.

Teaching experience in an English as a Second Language program.

Leadership experience with noncredit or adult education ESL programs.

SALARY

The initial salary placement range is $94,889 - $120,064 annually. 12-month contract, plus an additional $2,650 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.

INCOMPLETE APPLICATIONS

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. Materials submitted independently of the application package will not be accepted.

SUBMIT APPLICATION TO:

North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

APPLICATION PROCEDURE

Reference Job #SCM997 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 course work are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.