SCE – “Change. Cultivated.”

Established in 1930, the North Orange County Community College District’s School of Continuing Education (SCE) is the fourth largest community college-based continuing education community education program in California. Students enroll in SCE’s noncredit programs to enhance basic skills, gain employable skills, prepare for credit courses, for self-sufficiency or to enhance civic participation. Noncredit programs offered at SCE include adult basic skills (High School Diploma and literacy programs), English as a second language (ESL), U.S. citizenship, parenting, older adults, short-term vocation, and programs for adults with disabilities. In addition, SCE offers a wide selection of community services courses such as Kids’ College and Teen Program, fitness, home decorative arts, business skills and financial planning.

SCE serves 40,000 students annually, ranging from preschoolers to seniors, at three center locations in Anaheim, Cypress, and Wilshire (Fullerton) as well as 100 off-site locations. Accredited by the Accrediting Commission on Schools division of the Western Association of Schools and Colleges and part of the California Community College System, all SCE courses are approved by the State of California. More information on SCE programs can be found at www.sce.edu. NOCCCD’s School of Continuing Education – Change. Cultivated.

NOCCCD – “Greatness. Achieved.”

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 one of its most extensive continuing education programs combine to provide the quality educational programming of the North Orange County Community College District (NOCCCD). Nearly 64,000 students enroll each term at Cypress College, Fullerton College, and the School of Continuing Education. Our 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 our continuing education programs that range from high school completion and basic skills mastery through an array of professional 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 trustee area, by registered voters residing in the District. The Chancellor is Dr. Ned Doffoney. The total District budget for 2013-14 was $190 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: Vaniethia Hubbard – Dean, SCE Instruction/Student Services vhubbard@sce.edu

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, 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, STUDENT SUCCESS AND SUPPORT PROGRAM
Job# SCM976

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 or designee, this position is responsible for performing a variety of administrative and supervisory duties related to the functions and activities of the School of Continuing Education Student Success and Support Program.

DUTIES AND RESPONSIBILITIES
Duties and responsibilities as presented are intended to be representative and not restrictive. The District reserves the right to modify the assignment and allocation of duties in accordance with operational needs.

- Provide leadership in the administration of the School of Continuing Education Student Success and Support 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 School of Continuing Education 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 catalog, 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 records, reports and files regarding programs, operations, and activities.
- Administer and direct various phases and operations of the matriculation process including educational planning, assessment, orientation, advisement and follow-up; evaluate the effectiveness of matriculation to improve or facilitate procedures.
- Direct the preparation and maintenance of detailed and comprehensive records, reports and files related to student personnel, facilities and activities; ensure the collection, recording and reporting of required student enrollment data.
- Conduct outreach activities and serve as a liaison with community agencies to promote program enrollment and effectiveness.
- Develop and prepare publication relating to counseling, matriculation and other assigned student development services; prepare and maintain relevant sections of the class schedule.
- Maintain communication with District and School of Continuing Education 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, 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 assignment.

DESIRABLE QUALIFICATIONS
Master’s degree in counseling, education, psychology or related field.

- Management experience in postsecondary education.
- Experience with counseling/matriculation educational program development and administration.
- Experience with counseling/ matriculation educational program development and administration.
- Teaching and/or counseling experience, preferably at the community college level.

SALARY
The initial salary placement range is $96,787 - $122,465 annually, 12-month position, 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 # SCM976 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) 508-4810. 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.
5. Copy of valid Driver’s License.

Incomplete application packages AND 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.