The North Orange County Community College District invites applications and nominations for the position of Provost School of Continuing Education.
Duties and Responsibilities

Under the direction of the Chancellor, plan, organize, coordinate and direct the educational programs and activities of the School of Continuing Education in accordance with the District plan and the policies of the Board of Trustees; perform leadership duties in the administration of the School of Continuing Education; supervise and evaluate the performance of assigned staff.

Formulate and articulate a constructive vision of the School of Continuing Education to address the evolving social, economic, and political forces that affect its mission and priorities, in which teaching, learning, student access, and student success are primary.

Maintain and build upon the excellence of the School of Continuing Education’s academic, vocational, and student services programs.

Provide support for staff development, curriculum, and technological advancements.

Within the context of participatory governance, provide leadership to the School of Continuing Education planning bodies, develop strategies for implementing goals envisioned, and be responsible for an ongoing evaluation of progress towards these goals.

Serve as the primary advocate for the School of Continuing Education at the District level and with the Board of Trustees for financial needs, policy issues, special projects, and the promotion of program goals and accomplishments; establish relationships and work constructively with the leadership of Cypress College, Fullerton College, and the District administration.

Promote and support participatory governance.

Support the needs of students of diverse academic, cultural, socioeconomic, ethnic, and physical/learning backgrounds; assume responsibility for student equity.

Assure compliance with a variety of state and federal laws, the District plan, and the policies of the Board of Trustees.

Represent and effectively promote the School of Continuing Education through outreach and active participation in program and civic organization functions.

Establish ties and work constructively with government, civic, educational and business/industry groups.

Direct the development, preparation, and implementation of the School of Continuing Education budget; prepare recommendations as appropriate regarding budget allocations.

Oversee the planning, construction and utilization of School of Continuing Education facilities.

Actively promote resource development.

Attend a variety of staff, Board, committee and administrative meetings; participate in regional and state activities and organizations for developing community college education.

Desirable Characteristics

- Demonstrated understanding of and commitment to the mission of the California community colleges.
- Demonstrated achievement in promoting student enrollment, success and retention.
- Demonstrated ability to work collegially in a participatory governance environment.
- Management work experience in a collective bargaining environment.
- Demonstrated ability to solve complex problems.
- Demonstrated written and oral communication skills that encourage and facilitate participation at all levels.
- Demonstrated commitment to academic, artistic, and cultural freedom.
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
- Experience in administering non-credit/adult education programs.
- Experience in working with the development of outside support such as business and industry partnerships, foundations, and other financial and cultural resources.
Minimum Qualifications

- Master’s degree from an accredited institution.
- Administrative experience in a key position with decision-making responsibility, preferably in a postsecondary educational environment.
- General knowledge of the complexities of and experience in administering public higher education funding and budgeting.

Desirable Qualifications

- Earned doctorate from an accredited institution.
- Teaching, or student services experience preferably at the postsecondary level.

Salary Conditions

This is a contract salaried position. The successful candidate will be expected to be available for service within a mutually agreeable time as soon as possible after acceptance of the position. Salary and employee benefits are generous and competitive with similar positions in the California community colleges.

Application Procedures

Request a DISTRICT APPLICATION FOR PROVOST from Sandy Cotter, Human Resources Office, by e-mailing a request to scotter@nocccd.edu, visiting our website at www.nocccd.edu to download the application, or calling (714) 808-4826. All application materials must be submitted with the DISTRICT APPLICATION FOR PROVOST as a complete packet.

A complete application packet for this position MUST include the following:

- Letter of interest
- Completed DISTRICT APPLICATION FOR PROVOST
- Current resume of professional experience, educational background, and other pertinent information
- Separate statement of educational philosophy
- Transcripts of all higher education course work (may be unofficial)
- Job description of your most recent position
- Separate list of five references, from both colleagues and supervisors, including addresses and telephone numbers

Mail completed application packet to:
 Jeffrey O. Horsley
 Vice Chancellor, Human Resources
 North Orange County Community College District
 1830 W. Romneya Drive • Anaheim, CA 92801-1819
 Telephone: (714) 808-4822

Incomplete application packets and/or applications without signatures will not be considered. All fields in the general information section of the application must be completed. 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 packet is complete when submitted. Loose materials submitted independently of the application packet will not be accepted.

Deadline for Applications

Application packet must be received by 5 p.m., Friday, February 6, 2009. (Postmarks will not be honored.) Application packets received after the closing deadline will not be accepted. The District does NOT accept application materials by FAX or e-mail.

The Hiring Committee, operating under the utmost confidentiality, will review applications and select a limited number of candidates for an initial interview. Candidates selected for final consideration will be forwarded to the Chancellor. Meeting minimum requirements does not guarantee an interview.

New employees will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and evidence of eligibility for employment as outlined in the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute.
School of Continuing Education

Established in 1930, the School of Continuing Education (SCE) is the fourth largest community college-based comprehensive adult and continuing education program in California. As a non-credit school, students enroll at SCE to enhance basic skills, gain employable skills or simply to improve their life with new opportunities. SCE’s free adult education courses include adult basic skills (which includes the High School Diploma and Literacy Programs), English-as-a-Second Language (ESL), U.S. citizenship, parenting, health and safety, home economics, older adults, short-term vocational, and programs for adults with disabilities. In addition, SCE offers a wide selection of contract education classes and community services, such as Kids’ College and teen programs.

Hosted by SCE, the Training, Development and Innovation (TDI) business resource center serves as the economic development arm for the District. TDI is a single point of contact for local companies seeking technical services or training for their employees.

Over 1100 courses are taught each quarterly term in three education centers in Anaheim, Fullerton, and Cypress, and at 180 off-campus facilities in partnership with local education agencies and municipalities.

School of Continuing Education’s two largest programs include ESL, serving over 12,000 students and an older adults program, serving over 11,000 students annually. SCE students represent more than 22 different ethnic groups.

The School of Continuing Education is fully accredited by the Schools Commission of the Western Association of Schools and Colleges. (Western Association of Schools and Colleges Accrediting Commission for Schools, 533 Airport Blvd., Suite 200, Burlingame, CA 94010, 650-696-1060). More information on SCE programs can be found at www.sce.edu.

North Orange County Community College District

Located approximately 40 miles southeast of Los Angeles, California, the North Orange County Community College District, which includes Fullerton College, Cypress College, and the School of Continuing Education, serves approximately 70,000 students each semester. The School of Continuing Education provides non-credit instructional programs to a diverse student population. The District’s service area includes 18 cities and communities and 16 school districts. There are more than one million people living within its boundaries. The District is part of a regional higher education community which includes the California State University campuses at Fullerton and Long Beach, the University of California at Irvine, and Chapman University. The District is governed by a seven-member Board of Trustees, elected at large by registered voters residing in the District.

Board of Trustees:
Jeffrey P. Brown
Barbara Dunseath
Leonard Lahtinen
Michael Matsuda
Molly McClanahan
Donna Miller
M. Tony Ontiveros
Carissa Clark, Cypress College Student Trustee
Ethan Morse, Fullerton College Student Trustee

Ned Doefoney, Ed.D., Chancellor
Kathleen Hodge, Ed.D., President, Fullerton College
Michael Kasler, Ed.D., President, Cypress College
Christine Terry, Interim Provost, School of Continuing Education