Application package must be received by 5:00 pm, September 30, 2013. 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.”

Established in 1930, the North Orange County Community College District’s School of Continuing Education (SCE) is the fourth largest community college-based comprehensive continuing and 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 education 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 campus locations in Anaheim, Cypress, and Wilshire (Fullerton) as well as 100 off-campus 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 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.

For further information about the position contact:
Dennis Davino – Manager, SCE LEAP
ddavino@sce.edu

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801

DEADLINE FOR APPLICATIONS

Application package must be received by 5:00 pm, September 30, 2013. 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.
THE POSITION

SCE PROGRAM ASSISTANT/LIFESKILLS EDUCATION ADVANCEMENT PROGRAM (LEAP)

SCHOOL OF CONTINUING EDUCATION (SCE) ANAHEIM CAMPUS
Job #SCM988

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

BASIC FUNCTION
Under the direction of the Manager, SCE Lifeskills Education Advancement Program (LEAP), this position is responsible for assisting with the organization, coordination and implementation of LEAP, including, but not limited to, education for older adults, Kids College and Teen Program, Parenting, Health and Safety, and additional Community Education.

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.

Assist in the organization, coordination and implementation of LEAP programs; assist in program improvement and development of course offerings.

Assist in investigating and planning course offerings at locations throughout the District; assist in determining instructor schedules and class locations; obtain substitute instructors as needed.

Assist in program improvement and development of new course offerings; prepare materials to promote programs and classes.

Compile and edit information for printing in the SCE schedule of classes.

Assist in developing and preparing the annual preliminary budget for assigned programs as directed; assist with the preparation and maintenance of detailed and comprehensive records, reports and files regarding programs, operations and activities.

Assist in determining appropriate equipment and supplies for programs and services in accordance with established policies; order equipment, materials and supplies as directed.

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

Assist with planning and organization of appropriate staff development programs and activities for faculty and staff; assist with 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 SCE 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 SCE Program Assistant/LEAP may assist in the development and administration of supplemental grants related to assigned programs.

MINIMUM QUALIFICATIONS
Bachelor’s degree from a regionally accredited institution.

The award of all degrees must be verifiable on a legible transcript.

DESIRABLE QUALIFICATIONS
Experience with educational program development and coordination, preferably in both noncredit and fee-based community education.

Prior teaching experience.

A degree in education, social sciences or related field.

Experience with community agencies, businesses and facilities that serve the SCE program student populations.

Management experience in postsecondary education.

Proficiency in Microsoft computer applications.

SPECIAL REQUIREMENTS
Position requires a valid California Driver’s License. Incumbent may be required to travel off site for business reasons.

SALARY
This is a designated classified management position subject to one-year probationary period. The initial salary placement range is $73,369 - $92,927 annually, 12-month contract, plus an additional $2,000 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 #SCM988 in all correspondence. Download the District Classified 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 Classified 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 or graduate college transcripts (may be unofficial). The award of all degrees must be printed on a legible transcript. Evaluations of foreign degrees and coursework are required. See www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.
5. Copy of valid California Driver’s License. Must be submitted with application.

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.