THE POSITION

MANAGER, SCHOOL OF CONTINUING EDUCATION
BASIC SKILLS PROGRAMS

Job #SCM978

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, 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 Basic Skills/High School Diploma programs.

DUTIES AND RESPONSIBILITIES
Provide leadership in the administration of the School of Continuing Education Basic Skills/High School Diploma 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 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 budget 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, 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 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 process.

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.

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 diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

EDUCATION AND EXPERIENCE
Possession of a Master’s degree from a regionally accredited institution and at least one year of formal training, internship or leadership experience reasonably related to the assigned.

DESIRABLE QUALIFICATIONS
Possession of a Master’s degree in education or educational administration.

Management experience in post secondary education.

Experience with educational program development and administration.

Experience in teaching interdisciplinary subjects to a diverse population.

SALARY
$93,028 - $117,710 annually, 12-month position, plus an additional $2,600 annually for an earned doctorate from an accredited institution. Excellent fringe benefits including medical insurance. Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.

APPLICATION PROCEDURE
Reference Job #SCM978 in all correspondence. Request DISTRICT APPLICATION from the Human Resources Office by e-mailing requests to hr@nocccd.edu, visiting our website at www.nocccd.edu to download an application, or calling (714) 808-4810. All application materials must be submitted with the DISTRICT APPLICATION as a complete package.

A complete application package MUST include the following:

1. Completed ACADEMIC EMPLOYMENT 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. Graduate AND undergraduate college transcripts (may be unofficial).
5. Copy of relevant California Community College Credential (if applicable).

Incomplete application packages and/or applications without signatures will not be considered.
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. Loose materials submitted independently of the application package will not be accepted.

Submit application package to:
Human Resources Office
North Orange County Community College District
1830 W. Romneya Drive, 9th Floor
Anaheim, CA 92801-1819

DEADLINE FOR APPLICATIONS
Application package must be received by 5:00 p.m., June 6, 2007. (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 e-mail.

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 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: verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment; fingerprints and required medical certification pursuant to statute.

For further information about the position, contact Dean, Instruction and Student Services
Tom Parisi
(714) 484-7038

SCHOOL OF CONTINUING EDUCATION
The School of Continuing Education (SCE) is in its seventy-sixth year of service to the community, offering educational programs at four Continuing Education Centers located in the cities of Anaheim, Yorba Linda, Fullerton and Cypress, as well as over one hundred-fifty other sites throughout the region including community centers, public schools and senior citizen centers. The four Continuing Education Centers include conventional and electronic classrooms and laboratory facilities for such programs as computer technology, culinary arts, health/medical careers, electronics, parenting, fashion technology and language arts.

The major programs offered by the School of Continuing Education are English as a Second Language, Older Adults, Business Skills/Computer Technology, Basic Skills, Adult High School Diploma, Career Technical Education Studies, Disabled Student Programs and Services and Home Economics. Non-Credit Matriculation Services including counseling, orientation, assessment and career planning are provided to several thousand SCE students annually. The School also includes the Training and Development Institute, which provides workforce development training programs and consulting services.

The School of Continuing Education serves a diverse student population, enrolling in excess of 65,000 students annually. The School has a full-time staff which includes 22 faculty, 11 academic managers, 11 classified managers, 1 confidential employee, and 82 classified personnel. In addition, the School employs in excess of 550 adjunct faculty.

The School of Continuing Education is part of the North Orange County Community College District, which includes Cypress College and Fullerton College. The District encompasses an area of approximately 155 square miles that includes Anaheim, Brea, Buena Park, Cypress, Fullerton, La Habra, La Palma, Los Alamitos, Placentia, Rossmoor, Yorba Linda, and portions of the following cities: Garden Grove, La Habra Heights, La Mirada, Orange, Seal Beach, Stanton, Whittier, and unincorporated territory in both Los Angeles and Orange counties.

The School of Continuing Education can be found on the web at www.sce.cc.ca.us.

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.