SPECIAL PROJECTS DIRECTOR – CAREER TECHNICAL EDUCATION INSTRUCTION
SCHOOL OF CONTINUING EDUCATION – ANAHEIM CAMPUS
JOB # SCT977
(Temporary Specially-Funded Position)

POSITION: Special Projects Director – CTE Instruction
100% Temporary Management Position

APPLICATION DEADLINE DATE: October 21, 2010

POSITION STARTING DATE: As soon as possible

POSITION ENDING DATE: June 30, 2011. At the discretion of the District, the position may be renewed for the subsequent fiscal year, contingent upon project requirements and continuation of funding.


BASIC FUNCTION:
Under the direction of the Dean, SCE Instruction/Student Services, the Special Projects Director – CTE Instruction performs a variety of administrative duties for the School of Continuing Education Career Technical Education Program. Such duties include, but are not limited to, work with CTE faculty and professional experts to improve CTE instruction; work with student services personnel to promote student success; coordinate professional development activities for faculty; monitor project timelines and student enrollments.

MAJOR DUTIES AND RESPONSIBILITIES OF POSITION:
- Perform a wide variety of administrative assignments which are confidential in nature; operate computers to maintain reports and pull reports pertaining to enrollment management of CTE programs.
- Work with CTE faculty and professional experts to facilitate curriculum development and program improvements.
- Conduct faculty evaluations.
- Coordinate professional development activities for faculty.
- Serve as a liaison between CTE faculty and student services personnel to promote student success.
- Assist in the implementation of student learning outcomes (SLOs) and early alert system for CTE programs.
- Assist with the coordination of business advisory meetings.
- Prepare reports on project outcomes for grant reporting and accreditation.
- Supervise hourly personnel.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:
Graduate degree in a related area from a regionally accredited institution AND one year of relevant training, internship, leadership, or management experience, or the equivalent. Equivalent qualifications must include, at minimum, education, training and/or professional experience that would be equal to the required graduate degree and administrative experience requirements.

DESIABLE QUALIFICATIONS:
- Demonstrated sensitivity to and understanding of the socioeconomic, academic, cultural and ethnic diversity within the community college student population including students with physical and/or learning disabilities as these relate to differences in learning styles.
- Computer literate.
- Teaching experience.
- Experience in organizing professional development activities.
- Experience in curriculum development.
- Experience related to career technical education.
APPLICATION PROCEDURE:
Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu, or calling (714) 808-4810. Reference Job # SCT977 in all correspondence. All application materials must be submitted with the District Classified/Classified Management Application as a complete package.

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

1. Completed District Classified/Classified Management Application.
2. Letter of interest demonstrating 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). Evidence of degree conferred/awarded must be printed on the transcripts. Evaluations of foreign degrees and/or course work are required. See our website at www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign the application and/or complete and return all required supplemental forms will be considered an incomplete 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.

Submit application package to:
Office of Human Resources
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., October 21, 2010. (Postmarks will not be honored.) Applications received after the closing deadline will not be accepted. The District does NOT accept application materials by e-mail or FAX.

SELECTION PROCESS:
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. 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 specified 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. All employees driving either their own, leased, or district-owned vehicles for District related activities must certify that they possess a valid California Drivers License. (Board Policy 6010, Section 4.0)

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

For further information specific to the nature of the position, please contact:
Martha Gutierrez, Dean, SCE Instruction/Student Services
(714) 808-4660

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.