
Founded in 1913, Fullerton College is the oldest community college in continuous operation in California. As one of five institutions of higher learning in the city of Fullerton, the college is an integral part of a complex higher education system. The 83-acre campus features instructional buildings that include conventional classrooms as well as laboratory facilities for science, art, computer technology, photography, automotive services, physical education and other specialized programs. A full complement of athletic fields and facilities surrounds the campus. Dr. Rajen Vurdien is the President.

Fullerton College offers its students a comprehensive academic experience, in a real college setting. We are committed to quality education in all areas of study, ranging from transfer-level courses to career certificate programs. These programs, coupled with our full complement of student support services and excellent faculty virtually ensure student success.

Fullerton College is a designated Hispanic-Serving Institution authorized under Title V of the Higher Education Act. The College recognizes the value of diversity in the academic environment of students, as well as faculty and staff, in promoting mutual understanding and respect, and in providing suitable role models for students.


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 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 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.

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.

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

DEADLINE FOR APPLICATIONS
Application must be received by 5:00 pm, March 14, 2014. 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.

For further information about the position contact:
Sam Foster – Committee Chair
sfoster@fullcoll.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, 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 nondiscrimination, sexual harassment, sexual assault treatment and counseling and maintenance of a drug-free environment is available online at www.nocccd.edu.
THE POSITION

VICE PRESIDENT, INSTRUCTION

Job #FCM963

STARTING DATE

July 1, 2014

BASIC FUNCTION

Under the direction of the college President, this position is responsible for planning, organizing and directing the operations and activities of the college educational programs and services. The Vice President of Instruction serves as the Chief Instructional Officer.

The Vice President of Instruction serves as the college liaison with the District Office of Human Resources for personnel matters related to instructional program personnel, including evaluations, personnel processing and record-keeping.

DUTIES AND RESPONSIBILITIES

Plan, organize and direct the operations and activities of the college educational programs including instructional curriculum, instructional policies and procedures, program review, schedule of class offerings, college catalog and related publications, extended day/weekend college, distance learning, college library services, academic support center, technology learning center, and other educational programs.

Develop and implement plans and policies to facilitate and improve the instructional programs and facilitate related operations and activities, including enrollment management and instructional personnel budgeting. Direct and monitor the operations and activities of grants and special programs, including vocational education, workforce preparation and economic development.

Direct the preparation of budgets for assigned programs and services; monitor and control budget expenditures; compile information and prepare a variety of reports related to programs, operations and activities.

Supervise staff development activities as directed.

Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.

Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

Organize, attend or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate programs and services as appropriate with other District and college personnel.

Coordinate outreach and related activities with other colleges, high schools, vendors, students, community agencies, governmental and private agencies and other outside organizations.

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 background of students.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

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

DESIRABLE QUALIFICATIONS

Earned doctorate from a regionally accredited institution.

At least three years of teaching or other academic experience as a faculty member, preferably at a community college.

At least five (5) years of increasingly responsible administrative experience, preferably at a California community college.

Demonstrated leadership in the implementation and integration of instructional technology on a college campus.

Demonstrated experience in decision making based on analysis and interpretation of data related to instruction.

Demonstrated leadership in the development and support of innovative instructional programs that promote student success.

Experience promoting effective communication among different campus groups.

Knowledge/experience implementing enrollment management strategies at a campus level, preferably at a California community college.

Experience in developing agreements that align curriculum between local high schools, community colleges, and universities.

Demonstrated experience in the curriculum development process.

Effective oral and written communication skills.

SALARY

The initial salary placement range is $125,322 - $158,572 annually, 12-month contract, 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.

APPLICATION PROCEDURE

Reference Job #FCM963 in all correspondence. Download the District Academic Management 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 Academic Management 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 verifiable on a legible transcript. Evaluations of foreign degrees and/or course work are required. See our website at www.nocccd.edu/Enrollment for information regarding evaluation of foreign degrees.

5. Official job description from current or most recent employer.

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.