

Dean of Language Arts and Library  
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=232714>

Downloaded On: May. 8, 2024 9:49pm

Posted Mar. 11, 2024, set to expire Jul. 4, 2024

**Job Title** Dean of Language Arts and Library  
**Department** Language Arts  
**Institution** Citrus Community College  
Glendora, California

**Date Posted** Mar. 11, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Dean

**Academic Field(s)** Administration - Academic Unit

**Apply Online Here** <https://apptrkr.com/5083005>

**Apply By Email**

**Job Description**

Dean of Language Arts and Library

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**Recruitment Start Date** 03/04/2024

**Open Until Filled** Yes

**First Consideration Date** 04/16/2024

**Salary Range** M-77

**Pay Rate** \$178,052-\$234,305 annual, plus 2.5% for a verified doctorate from an accredited institution. Initial placement on the management salary schedule for newly hired managers will be at step 1; however, the President may recommend a higher rate placement.

**Benefits**

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The District provides a fully-paid, comprehensive program of fringe benefits including major medical, dental, and vision insurance for full-time employees and eligible dependents. Life insurance provided for the employee only.

### **General Description/Summary**

#### **POSITION SUMMARY**

Under the direction and supervision of the Vice President of Academic Affairs, the dean will lead and administer all aspects of the Language Arts and Library Division, including the design, delivery, staffing, administrative support, supervision, and evaluation of division programs including the Learning Center, Honors Transfer Program, and the campus student media. The dean will manage and monitor student enrollment, progress, discipline, program review, student learning outcome assessment, and all related records and reports.

This is a 12-month academic management position.

### **Minimum Qualifications/Education and Experience**

#### **MINIMUM QUALIFICATIONS / EDUCATION AND EXPERIENCE**

- Evidence of sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.
- Possession of a master's degree.
- One year of leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.

### **Preferred Qualifications**

#### **PREFERRED QUALIFICATIONS**

- Two or more years of experience in a community college academic administrative position.
- Experience overseeing a language arts and/or library division.
- Experience teaching in a community college or university environment.
- Background in a discipline related to language arts or library services.
- Experience with program review facilitation and linkage to budget development.

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- Possession of a master's degree, or higher, closely related to either language arts or library services.
- Evidence of the ability to work in a shared governance (collegial) environment.
- Evidence of willingness to promote flexible and creative strategies, curriculum, and scheduling of classes.
- Evidence of ability to embrace/promote use of technology mediated instructional techniques.
- Experience in supporting existing and emerging programs.
- Experience with grant writing and project management.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.

**NOTE:** To ensure you receive credit for possessing any of the preferred qualifications, make sure you clearly include your experience in your application.

## **Essential Duties and Responsibilities**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### **DEVELOPMENT AND DELIVERY OF DIVISION PROGRAMS**

- Provides direction and support to faculty in the development, revision, and evaluation of division curriculum and materials. May serve on the District's Curriculum Committee.
- Reviews and approves division curriculum development proposals, course outlines, program changes, textbook recommendations, field trip requests, credit by examination requests, and program requirement waivers.
- Reviews instructional programs for compliance with applicable state and federal law, regulations and guidelines, District policy and procedure, and responsiveness to the needs of a culturally diverse community.
- Responsible for development of schedule of classes and all instructor assignments.
- Responsible for oversight of the Learning Center, Honors Transfer Program, and the campus student media.
- Responsible for leadership of a variety of special programs as assigned by the Vice President of Academic Affairs.

#### **PERSONNEL**

- Effectively recommends the hire, transfer, suspension, lay-off, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all division personnel. Is also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the division, and providing direction and assistance wherever a need for improvement is

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#### STUDENTS

- Responsible for the discipline of students enrolled in division courses, adjustment of grievances, scheduling, evaluation and reporting, and the resolution of student problems and complaints.

#### BUDGET/FUNDING

- Responsible for timely and accurate preparation, submission and administration of division budget.

#### PLANNING

- Responsible for completing annual and comprehensive program reviews, and evaluating proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings. Responsible for scheduling of classes, staffing and available facilities, supplies, equipment and materials. Monitors enrollment, cancels and changes classes in response to utilization.

#### COMMUNITY CONTACT/REPRESENTATION

- Must be a highly visible educational leader seeking positions of significant leadership in community institutions as well as community support organizations and on state boards and committees to articulate, enhance, and improve District programs, offerings, funding, assets, and educational leadership position and reputation at the state and national levels.

#### OTHER PROFESSIONAL RESPONSIBILITIES

- Significant responsibility for chairing and supervision of District-wide committees and task forces; performs other duties and special projects as assigned, such as substantive change reports and review of Board Policies and Administrative Procedures.
- Supervises all aspects of the planning, funding, coordinating, staffing, delivery, and evaluation of programs in the division. Supervise the performance of all personnel functions for assigned staff. Use enrollment management tools and data for decision-making. Utilize the District integrated information system to facilitate organizational and management practices as they apply to the analysis and evaluation of programs and operational practices. Work with the student learning outcomes coordinator to monitor student learning outcomes and assessment activities at the program and course levels; apply knowledge of accreditation standards of the Accreditation Commission for Junior and Community Colleges and the Western Association of Schools and Colleges, or similar accreditation group; demonstrate a knowledge of and oversee online learning that include course management systems such as Blackboard. Apply current complex principles and practices of budget preparation and administration; principles of supervision, training, and performance evaluation and pertinent federal, state, and local laws, codes, and regulations including the Education Code; comprehensive knowledge

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of the principles and practices of curriculum development and instructional teaching strategies, management principles and practices including understanding of human resources, current trends, research and development in post-secondary education, specifically community colleges.

- Work cooperatively with the Staff Diversity Officer, Title IX Coordinator, and ADA Coordinator(s) in the development and implementation of activities relevant to federal and state compliance.
- Other duties as assigned that support the overall objective of the position and the District mission and philosophy.

**Department** Language Arts Department Administration

**Job Category** Management

**Assignment** Full-Time

**Percentage of Time** 100%

**Months per Year** 12 months

**Work Days per Week** See "Work Schedule per Day" below.

**Work Schedule per Day** Monday through Friday, 8:00 a.m. to 5:00 p.m.; however, this is an exempt management/supervisory-level position requiring some weekend, holiday, and non-conventional working hours in addition to the regular working hours of a college environment.

**Bargaining Unit** Unrepresented

### Citrus College Diversity Statement

#### CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

### About Transcripts

#### ABOUT TRANSCRIPTS

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.

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- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

### **Selection Process**

#### **SELECTION PROCESS**

- A selection committee will review application packages of those candidates who have met the minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to make a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to provide a sample of his or her writing ability just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact the current and former employer(s) to investigate past employment history.

**To apply, please visit:** <https://employment.citruscollege.edu/postings/901>

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### **Contact**

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