

Dean of Business, Design and Workforce
San Mateo County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=149201>

Downloaded On: Feb. 25, 2021 11:30am

Posted Nov. 9, 2020, expired Feb. 25, 2021

Job Title	Dean of Business, Design and Workforce
Department	Administration
Institution	San Mateo County Community College District Redwood City, California
Date Posted	Nov. 9, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Business
Apply Online Here	https://apptrkr.com/2038695

Apply By Email

Job Description

Dean of Business, Design and Workforce

San Mateo County Community College District

Posting Number: 2014988S

Department: Business & Workforce CA (DEPT)

Location: Caada College

Position Number: 3A0003

Percentage of Full Time: 100%



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FLSA: Exempt (does not accrue overtime)

Months per Year: 12

If other, please specify:

Salary Range:

Note:

Min Salary: \$162,108 (annual)

Max Salary: \$205,980 (annual)

Position Type: Administrative/Supervisory Positions

Who We Are:

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the Districts Strategic Plan, success, equity, and social justice for our students are longstanding goals. The Districts [\[url=https://www.smccd.edu/strategicplanning/\]](https://www.smccd.edu/strategicplanning/)Students First Strategic Plan is focused on Student Success, Equity and Social Justice. We provide students with a rich and dynamic learning experience that embraces differences emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

Caada College is part of the San Mateo County Community College District and is designated as a Hispanic Serving Institution (HSI), enrolling approximately 11,000 students each academic year. Caada College has a diverse student population that is a reflection of the communities that it serves. Detailed information about the student population, including data related to student success, can be found on [\[url=https://canadacollege.edu/prie/\]](https://canadacollege.edu/prie/) Caada Colleges Office of Planning, Research and Institutional Effectiveness (PRIE) website.

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Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community College District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

The Position:

Reporting to the Vice President of Instruction, the Dean of Business, Design and Workforce is responsible for collaboratively planning, developing, coordinating, and evaluating instructional, professional, and entrepreneurial programs in the Division. The Dean works closely with the Vice President of Instruction, faculty, and staff to deliver integrated instructional programs in the Division. The Dean is responsible for improving, expanding, and delivering innovative Career Education (CE) for all students.

Duties and Responsibilities:

The duties below are representative of the duties of the position and are not intended to cover all of the duties performed. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this position.

1. Provide leadership, plan, coordinate, direct, and support innovations in the Business, Design and Workforce Division
2. Establish mutually beneficial ties with industry and the local community
3. Work with faculty, staff, and local businesses to ensure that the Business, Design and Workforce Division programs meet requirements for all college planning and evaluation activities, including, but not limited to program review, accreditation, resource allocation, and student learning outcomes and assessment
4. Work in collaboration with the Office of Planning, Research, and Institutional Effectiveness to set up reporting mechanisms to maximize program efficiency

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5. Assist with the development of resource allocations for facilities, equipment, and technologies that sustain programs in the Division
6. Provide leadership and coordination for the efficient use of college academic support services facilities and learning technologies and collaborate with District
7. Plan on both a short- and long-term basis for staffing levels in the Division
8. Oversee the execution of evaluation procedures for all faculty and staff in the Division
9. Plan, implement, and evaluate activities to ensure that Division programs are regularly assessed for evidence of student achievement and learning, particularly with regard to student learning outcomes and accreditation standards
10. Provide leadership in addressing accreditation standards and college initiatives
11. Participate collaboratively in strategic planning and policy development
12. Develop and manage the Division budget and direct the development and implementation of selected externally funded initiatives
13. Work with other Deans to ensure smooth and efficient integration between programs administered by other Divisions and services provided by departments within the Division
14. Provide direction and support to help faculty and staff engage in meaningful assessment of student learning outcomes
15. Promote professional development opportunities for faculty and staff
16. Represent the college to professional organizations, governance entities, community groups, and prospective donors and friends of the college
17. Serve on college and District committees
18. Foster instructional and institutional effectiveness by undertaking other duties as necessary or as delegated by the Vice President of Instruction
19. Promote communication among departments and among full time and adjunct faculty and staff

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20. Assist in strategic enrollment management

Minimum Qualifications:

Possession of a Masters degree or above from an accredited institution OR the equivalent

Experience in budget development and management

Teaching experience and a minimum of one year experience as an administrator in a post-secondary instructional or related field

One year of formal training, internship, or leadership experience reasonably related to this administrative assignment

Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

Physical Requirements:

This classification requires sitting for extended periods of time, pushing, pulling, and visual acuity. The ability to type, use phone, stand intermittently, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, hearing and speaking to communicate and provide information to others; ability to operate a motor vehicle and drive to off campus locations in order to perform the essential functions.

Equivalence to Minimum Qualifications:

Knowledge, Skills and Abilities:

1. Evidence of planning, implementing, and assessing innovative programs through partnerships with businesses and the community
2. Ability to foster innovation in instructional programs for business and workforce
3. Evidence of involvement, initiative, and leadership in instructional activities

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4. Ability to articulate the unique needs of a Division with multiple CE programs
5. Knowledge of all the programs in the Division
6. Ability to direct the development of student learning outcomes and their assessments and use the results to improve student learning
7. Ability to improve student success and retention through effective services and programs
8. Skill in providing leadership, direction, and support to academic and classified staff within the assigned programs and services
9. Ability to motivate and encourage others to work constructively and cooperatively to achieve and sustain a student-centered learning environment
10. Skill in providing leadership for appropriate integration of learning technologies and pedagogy into instructional programs and activities
11. Skill in effectively managing budgets and coordinating the use of facilities
12. Skill in coordinating the writing, implementation, and reporting of grant applications
13. Ability to work effectively as part of a team
14. Skill in effectively managing faculty and staff
15. Skill in interpersonal communication, professional relations, and conflict resolution with students, staff, faculty, and the public
16. Ability to promote and adhere to the principles of participatory governance
17. Ability to ensure timely and accurate preparation and submission of comprehensive reports as required
18. Ability to solve, organize, and resolve issues (for example: facilities planning, faculty schedules, student learning, etc.)
19. Ability to collaborate regarding learning support resource efforts across and among various

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programs to support student success

20. Skill in communicating respectfully, sensitively, and effectively with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds

Preferred Qualifications:

Five years of formal training, internship, or leadership experience reasonably related to the administrative assignment

Knowledge of Perkins and Strong Workforce Grant guidelines

Experience in enrollment management

Benefits:

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Academic employees participate in the State Teachers Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

Open Date: 10/27/2020

First Review Date: 12/08/2020

Close Date:

Open Until Filled: Yes

Special Instructions Summary:

Required Application Materials

All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application

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and to apply for this position).

2. A resume that details all relevant education, training, and other work experience.

3. A cover letter of no more than 3 pages that addresses the applicants cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as well as the applicants qualifications as they relate to the requirements, knowledge, skills, and abilities listed in this announcement.

Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

For questions related to this posting, please contact:

SMCCCD Office of Human Resources
3401 CSM Drive, San Mateo, CA 94402
Tel.: (650) 574-6555
Fax:(650) 574-6574
Web Page: www.smccd.edu/hr

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)
Foreign Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs in order for it to be considered for the satisfaction of minimum qualifications. Foreign transcripts must be translated and evaluated by a U.S.-based credentials evaluation service. The District currently accepts evaluations from agencies approved by the California Commission on Teacher Credentialing.

2. Submit verifications of prior employment

3. Satisfactory references

4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a

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candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States
6. Approval of your employment by the SMCCCD Board of Trustees
7. Provide a certificate of Tuberculosis exam for initial employment.
8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

Accommodations:

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

Annual Security Report:

San Mateo County Community College Districts (SMCCCD) 2019 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2019 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2019 Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2019



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[url=https://www.smccd.edu/publicsafety/2019%20SMCCCD%20Annual%20Security%20Report.pdf] Annual Security Report is now available. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

To apply, visit: [url=https://apptrkr.com/2038695]https://jobs.smccd.edu/

Contact Information

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

Contact

Administration
San Mateo County Community College District

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