

Dean of Instruction, Nursing (Full-Time, Academic  
Administrator) Fresno City College and Madera  
Community College  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237107>

Downloaded On: Jun. 30, 2024 9:29am

Posted Jun. 5, 2024, set to expire Jul. 22, 2024

**Job Title** Dean of Instruction, Nursing (Full-Time, Academic  
Administrator) Fresno City College and Madera  
Community College

**Department**

**Institution** State Center Community College District  
Fresno, California

**Date Posted** Jun. 5, 2024

**Application Deadline** 07/29/2024

**Position Start Date** Available immediately

**Job Categories** Dean

**Academic Field(s)** Health Sciences

**Apply Online Here** <https://apptrkr.com/5304441>

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**Job Description**

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**Dean of Instruction, Nursing (Full-Time, Academic Administrator) Fresno City College and  
Madera Community College**

**State Center Community College District**

**Closing Date:** 7/29/2024 at 11:55 PM

**Campus Location:** Fresno City College

**Start Date:**

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06/03/2024

**Essential Functions:**

**About the Position**

This academic Dean position is split between Fresno City College and Madera Community College.

The Colleges seek academic managers who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

The ideal candidate will share Fresno City College and Madera Community College's commitment to educating its racially and socioeconomically diverse student population. For the 2022-2023 academic year, Fresno City College enrolled over 36,000 students in which 65% identify as Latinx, 11% as Asian/Pacific Islander, 5% as Black/African American, 16% as White, 1% as American Indian/Alaska Native, and 3% as multiracial and Madera Community College enrolled over 9,400 students in which 68% identify as Latinx, 8% as Asian/Pacific Islander, 3% as Black/African American, 17% as White, 1% as American Indian/Alaska Native, and 3% as multiracial. Both Colleges are Hispanic-Serving Institutions, reflecting the great responsibility that the Colleges have to the educational attainment and economic well-being of the surrounding communities. The successful candidate will join a team dedicated to the use of curriculum responsive to the students it serves.

The San Joaquin Valley is experiencing a severe nursing shortage. With pending legislation that may allow community colleges the ability to offer Bachelor of Science Degrees in nursing, State Center Community College District is seeking a Dean of Instruction, Nursing charged with program improvement, expansion and possible development of a bachelor's degree and/or bridge program. Successful candidates will have Registered Nursing Program Director experience as well as clinical experience.

**General Purpose**

Under general direction the Dean of Instruction, Nursing plans, organizes, integrates and manages the educational processes and administrative activities of the nursing programs at Fresno City College and at Madera Community College; provides leadership for the advancement of effective programming including expansion of program through collaborative partnerships, scheduling, curriculum development, Guided Pathways, Registered Nursing (RN) and Licensed Vocational Nursing (LVN) program review and improvement; plans and conducts faculty evaluation and tenure processes; develops districtwide strategic initiative and participates in long-term planning and policy setting to strengthen the colleges abilities to better serve students and our community; directs and coordinates communications, instructional planning; and other initiatives to meet college and student needs;

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manages assigned functions to ensure compliance with District/college policies and procedures and all state and federal codes, educational regulations and requirements; ensures compliance with all regulations and requirements established by the California Board of Registered Nursing and Board of Vocational Nursing and Psychiatric Technicians (BVNPT); promotes and represents the nursing program Districtwide and with community partners; assists the colleges in fundraising and cultivating relationships with donors; actively engages in participatory governance processes; and performs related duties as assigned.

### **Distinguishing Characteristics**

Dean of Instruction, Nursing is distinguished from other deans at the District and college level by the incumbent's responsibility for providing leadership and management to nursing instructional programs.

### **Essential Duties & Responsibilities**

1. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.
2. Plans, organizes, directs, controls, integrates and evaluates the work of the RN and LVN programs; with college directors, managers and staff, develops, implements and monitors academic and work plans to achieve goals and objectives; develops, recommends and monitors performance against the annual department budget; manages and directs the development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
3. Recommends the operational budget for the nursing programs at each college with faculty, staff and student input; manages the fiscal allocations in accordance with college approved budget guidelines, monitor equipment and supply inventory for nursing programs, work with external partners to secure donations to support the programs operations, and actively seek external funding opportunities.
4. Recommends short and long-range operational and strategic plans for the nursing programs and related local and state policies; implement procedures that improve student access to programming and improve student success and collaborate with faculty to develop curricular nursing program innovations, modifications, and revisions.
5. Actively use data on the college's nursing programs facilities, personnel, budget, equipment and student application, enrollment trends, student success analyses, and institutional program effectiveness on key performance indicators which support the college and district's strategic plan.

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6. Participates in the selection and onboarding of full-time and part-time faculty, in coordination with their department, selection advisory committee, and the Human Resources Department; conducts and/or facilitates new employee orientations; coordinates and participates in the timely evaluation of faculty; encourages faculty in their continuing professional development; works to promote and maintain a collegial environment; serves as a mediator in the adjudication of faculty, staff, student and community conflict-resolution and grievance processes.

7. Directs and manages the performance of assigned employees; participates in the selection of employees; establishes performance requirements and professional development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development including timely performance evaluations; ensures accurate reporting of absence time; hears and acts on employee grievances; subject to concurrence by senior management and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Board Policies, Administrative Regulations, Human Resources procedures, Personnel Commission Rules, and collective bargaining agreements.

8. Recommends short and long-range operational and strategic plans for the nursing programs and related local and state policies; implement procedures that improve student access to programming and improve student success and collaborate with faculty to develop curricular nursing program innovations, modifications, and revisions.

9. Actively use data on the college's nursing programs facilities, personnel, budget, equipment and student application, enrollment trends, student success analyses, and institutional program effectiveness on key performance indicators which support the college and district's strategic plan.

10. Provides day-to-day leadership and works with employees to ensure a high-performance, service-oriented work environment that supports achievement of the program and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment; provides guidance for program planning and data analysis to inform practices that support student achievement.

11. Works closely with college committees, such as Guided Pathways, Student Success, Equity and Program Planning, to advance the State Chancellor's Vision for Success; collaborates with others in the district and with K-12 partners to promote and develop Dual Enrollment pathways that align with college strategic goals and meet Career Access Pathways requirements.

12. Participates in the development and implementation of District/college strategic plans, goals and

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objectives; leads and directs employees in the development and application of new methodologies, technologies and process improvements to achieve higher efficiency and productivity.

13. Participates actively in the life of the colleges, the District, and participatory governance processes and initiatives by serving on or leading committees, workgroups, task forces, and councils; coordinates, assigns, directs and/or participates in work on projects associated with accreditation.

14. Plans, organizes and manages the effective delivery of RN and LVN instructional programs; assists faculty with program accreditation requirements; recommends faculty teaching assignments and monitors teaching loads; manages and oversees the scheduling of section offerings and classrooms including theory classes, skills lab, and hospital clinical laboratory experiences ensures student safety policies and procedures are followed as outlined in the student handbook and as established at the clinical site; monitors class sizes and cancellations and approves and directs implementation of schedule changes; creates and works with faculty to maintain an assessment plan to measure program courses for student learning outcomes; leads and works with faculty in conducting curriculum and overall program review, evaluation and planning to ensure the currency and relevance of curriculum in meeting the needs of students.

15. Initiate, maintain and monitor clinical placement agreements to provide adequate and diverse clinical sites for all nursing students. Monitor requirements for background checks and substance abuse testing, COVID testing and other immunizations/titers for faculty and students in accordance with regulations and affiliate requirements.

16. Works with department faculty, staff and administration to ensure compliance with California Code of Regulations Title V, accreditation standards and Board Policies and Administrative Regulations; works with department chairs and faculty in monitoring student success and equity outcomes and assessment activities at program and course levels; fosters quality instruction and provides support to incorporate and implement best practices within fields of instruction.

17. In consultation with department chairs, uses enrollment and other data to develop efficient class schedules and related services to balance needs for student access, success and completion, while ensuring appropriate stewardship of the college's financial resources; monitors class sizes and cancellations and approves/directs implementation of schedule changes; leads and works with faculty to conduct regular curriculum reviews and to develop curricula for new courses to meet student needs.

18. Ensures resources are available including employees, facilities, technology and equipment to meet instructional classroom and laboratory requirements for the assigned division.

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19. Works in close collaboration with other administrators to facilitate the development of new programs as well as advancing the completion of Bachelor's degree program; provides expert assistance to the Vice Presidents and College Presidents on college-wide strategies/programs for achieving institutional goals within areas of responsibility.
20. Leads and cultivates collaborations with other schools of nursing and the health care community to develop partnerships and support clinical placement of students in the programs. Maintains positive and productive relationships with hospital partners, businesses, nursing organizations, the local community and educational institutions.
21. Monitors compliance with all regulations and requirements established by the State of California Board of Registered Nursing and the Board of Vocational Nursing (BRN) and Psychiatric Technicians (BVNPT) and with required student learning outcomes; and ensures the Registered Nursing and Vocational Nursing Programs maintain approval with the BRN and the BVNPT.
22. Provides leadership and coordinates participation in state, local and regional collaborations and in community outreach activities in an effort to expand programs; promotes the college's nursing programs; oversees the development of grant applications and administration of grants.
23. Recommends, develops, implements, and revises policies, procedures and operational guidelines to improve and/or clarify processes.
24. Interprets, applies and ensures compliance with all federal and state laws, applicable program policies, procedures, guidelines and reporting requirements; remains current on applicable legislative decisions and developments; ensures accuracy and validity of program tracking and data; develops, maintains and audits spreadsheets, databases and reports; utilizes third-party portals and databases to research and track student information.
25. Represents the program and participates in state and national program training and development and professional group meetings; makes presentations to various groups within the District, other educational institutions, community organizations and governmental agencies.

**Other Duties**

1. Manages and oversees the maintenance of student clinical records.
2. Schedules and presides over meetings of the Nursing Advisory Committee.
3. Provides advice and guidance to individual students in crisis or threat situations as appropriate.

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4. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

5. Performs related duties as assigned.

**For a complete job description, click on the following link: Dean of Instruction, Nursing.**

- [Dean of Nursing Recruitment | Madera Community College \(maderacollege.edu\)](#)

**Minimum Qualifications:**

**Education and Experience**

Must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practices.

**and**

An earned masters degree or higher in nursing, education, or health administration from an accredited college or university; **and** at least two (2) years of formal training, internship or leadership experience reasonably related to the administrative assignment or California Community College Supervisory Credential; **and** a minimum of two years experience teaching in an associate degree or higher-level nursing program: **and** at least one year of experience as a registered nurse providing direct patient care.

**Licenses, Certificates, and Other Requirements**

A valid California drivers license and the ability to maintain insurability under the Districts vehicle insurance program.

**Desirable Qualifications:**

**Desirable Qualifications**

Experience and skill with addressing issues of equity; recent experience working with African American, Latinx, Native American, and other racially minoritized students and an understanding of how historical patterns of exclusions of these groups in higher education shape patterns of participation and outcomes; willingness to examine and remediate ones relational practices to more effectively engage and support racially minoritized students; and a commitment to participatory governance,

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consensus building, and team approach to management.

Current license as a Registered Nurse issued by the State of California Board of Registered Nursing.

**Knowledge, Skills and Abilities**

Knowledge of:

1. Advanced knowledge of the theory, principles, best practices and methods of nursing and patient care.
2. Laws, regulations, competency requirements and ethical standards applicable to the field of nursing in the State of California.
3. Principles and practices of nursing instructional program development and administration, including trends in curriculum development and articulation.
4. Advanced knowledge of principles, best practices and methods of instructional program development and administration, including modern trends in curriculum development/articulation, methods of instruction and use of educational technologies.
5. Advanced mastery of the theory and the application methodologies for the academic disciplines relevant to assigned division responsibilities.
6. Conflict resolution, leadership and teambuilding skills including effective and kind interpersonal skills.
7. Curriculum standards and application in assigned programs.
8. Applicable federal, state and local laws, rules and regulations, including the Family Educational Rights and Privacy Act, California Education Code and Administrative Code and HIPAA.
9. Regional, District and community resources including governmental, community and social service organizations and their functions as applicable to assigned responsibilities.
10. Accreditation standards of the Accrediting Commission for Community and Junior Colleges.
11. Principles and practices for the delivery of student and academic counseling as well as principles of individual crisis counseling.
12. District/college student recordkeeping practices, procedures and systems for processing and



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maintaining student information. Posted Jun. 5, 2024, set to expire Jul. 22, 2024

13. Research methods and analysis techniques.
14. Principles and practices of strategic and program planning applicable to a community college.
15. Practices of budget preparation and control; principles and practices of generally accepted accounting and auditing procedures related to federal and state-funded grant programs.
16. Principles and practices of sound business communication including proper English usage, grammar, spelling, and punctuation.
17. Safety policies and safe work practices applicable to the work being performed, including those required in crisis or threat situations.
18. District practices and procedures for purchasing and maintaining public records.
19. Basic principles and practices of organizational improvement and culture change.
20. Principles and practices of effective management and supervision.
21. Board Policies, Administrative Regulations, Human Resources procedures, Personnel Commission Rules, and collective bargaining agreements.
22. Community college and its mission and goals.

**Skills and Abilities to:**

1. Understand the importance of holding oneself accountable as educators for closing equity gaps and engaging in equitable practices.
2. Reframe inequities as a problem of practice and view the elimination of inequities as an individual and collective responsibility.
3. Encourage positive race-consciousness and embrace human difference.
4. Reflect on institutional and teaching practices and aim to create a culturally responsive teaching environment.

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5. Strategically build buy-in and participation among colleagues for equity-related initiatives.
6. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
7. Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
8. Ability to work effectively and fairly with a variety of individuals from multiple backgrounds and disciplines in a kind and courteous manner.
9. Plan and direct activities and instructional programs and operations of the Registered Nursing department, its employees.
10. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
11. Analyze, interpret and make sound recommendations on complex standards, policies and nursing instruction issues.
12. Work collaboratively with other deans, directors and managers and the community and provide expert advice and counsel to develop solutions to complex issues.
13. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
14. Develop and implement appropriate procedures and controls.
15. Understand, interpret, explain and apply applicable laws, codes, ordinances, standards and accreditation requirements.
16. Represent the college effectively in dealings with students, employees, other colleges, community partners, health care facilities, and State Board of Registered Nursing and Board of Vocational Nursing.
17. Oversee and ensure the physical safety of students during classes including skills labs and clinical settings.
18. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

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19. Operate a computer and use standard business software.
20. Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
21. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
22. Communicate effectively, both orally and in writing, and practice active listening.
23. Establish and maintain effective working relationships with all those encountered in the course of work.
24. Contribute to institutional vitality and growth.

**Conditions of Employment:**

219 duty days and 24 vacation days for a total of 243 days. Duty days will be prorated based upon start of assignment.

**Salary and Benefits:**

State Center Community College District offers a comprehensive fringe benefit package including medical, dental, vision, life insurance, sick leave, vacation benefits and the California State Teachers Retirement System (CalSTRS) or Public Employee Retirement System (CalPERS). Salary and other benefits are competitive. Starting annual salary is \$160,602-\$180,759. dependent upon experience and qualifications. The successful candidate should be available for service no later than December 2, 2024.

**Selection Procedure:**

**Selection Procedure**

**To File an Application**

All inquiries, nominations, and applications will be held in the strictest confidence.

Application materials will only be accepted electronically.

Applications will be accepted until the position is filled. To be included in the first screening of applications, submit the following application materials by 11:59 p.m. on July 29, 2024.

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A State Center Community College District application, which can be accessed online at SCCCD Career Opportunities.

- Transcripts, unofficial copies accepted - must indicate conferred degree(s) that support the minimum qualifications.
- A cover letter, of six (6) pages or less, that succinctly addresses to what extent the candidate meets the ideal characteristics and desired qualifications sought for this position and addresses the opportunities and challenges identified. Candidates should cite specific examples from their professional qualifications and experience to demonstrate they possess the ideal characteristics necessary to serve as the Dean, Instruction - Nursing.
- A current resume or curriculum vitae of no more than six (6) pages, describing professional experience, educational background, and other pertinent information.
- A list of eight (8) references: including two supervisors, two subordinates (including one support staff member), two faculty members (or equivalent), and two community members. Include a contact number and e-mail address for each individual.

Note: References will not be contacted without the candidates permission.

**Candidate Inquiries:**

The executive search firm, PPL, Inc. has been retained to assist with the search. For confidential inquiries and nominations, please contact:

**David Viar**

PPL Vice President

[dviar@pplpros.com](mailto:dviar@pplpros.com)

(916) 833-1764

**For questions about the application process, please contact:**

**Sareang Nhim**

Senior Human Resources Technician

State Center Community College District

[sareang.nhim@scccd.edu](mailto:sareang.nhim@scccd.edu)

(559) 243-7136

**Selection Process**

Applications will initially be screened to determine which applicants meet the minimum qualifications as



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From the applicants who meet the minimum qualifications and who have submitted all the required documents, a search advisory committee will screen the application packets and determine the candidates who are best qualified based on the minimum qualifications and desirable qualifications. Those candidates will be invited to interview. Interviews are tentatively scheduled for **the week of September 16, 2024 or the week of September 23, 2024.**

The search advisory committee typically includes faculty, staff, administrators, students and community members.

Finalists will be invited for additional interviews tentatively planned for the in **early October.** The new District Dean will be expected to assume duties on or about **December 2, 2024.**

Submission of application and related materials is the applicants responsibility and must be submitted through the Districts online applicant portal. The District reserves the right to re-advertise or to delay indefinitely the filling of a position if it is deemed that the applicants for the position do not constitute an adequate applicant pool or if funding is not available. All application materials are subject to verification. False statements may be cause for disqualification or discharge from employment.

State Center Community College District is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our Districts purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

**Additional Information:**

This is an academic management position, exempt from overtime provisions of the Fair Labor Standards Act, with responsibility for formulation and implementation of district policies, regulations, budget decisions, and supervision of personnel including assignment of work, evaluation of performance, adjusting grievances, recommending hiring, transfer, suspension, layoff, recall, promotion, and termination.

**Physical and Mental Demands**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

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While performing the duties of this assignment, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to walk and stand and occasionally lift up to up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands:**

While performing the duties of this assignment, employees regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple concurrent tasks with intensive deadlines and frequent interruptions; and interact with District/college managers, faculty, staff, the public, and others encountered in the course of work.

**Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and intermittent exposure to individuals acting in a disagreeable fashion, and the noise level is usually quiet. Incumbents may occasionally be exposed to biologic hazards and risk of radiation. The employee may be required to travel to locations other than assigned worksite and to adjust to work schedule changes. This is an academic management position exempt from overtime provisions of the Fair Labor Standards Act.

**About the Colleges**

**Fresno City College**

As California's first community college, Fresno City College provides quality, innovative educational programs and support services directed toward the enhancement of student success, lifelong learning and the economic, social, and cultural development of our students and region.

Fresno City College aspires to build upon our equity-centered mission and further our commitment to normalize a culture of racial equity and anti-racism. As a community of educators and learners, we will use our individual and collective positions of influence, power, and privilege to foster a community of belonging, affirmation, and validation. We will courageously join as faculty, staff, and students in

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upholding our core values to transform lives in the Central Valley and beyond.

Fresno City College is supported by a fiscally stable service area with growing partnerships and philanthropists. Enjoying strong relationships with and support from the community, the District successfully passed Measure C in June 2016, a \$485 million bond that will provide much needed modernized facilities and technology for students that will have a positive ripple effect for generations to come.

### **Madera Community College**

Located in the heart of California, Madera Community College (MCC) is the fourth (4th) and newest college in State Center Community College District. Madera Community College offers affordable, quality education for residents of Madera County and nearby communities. The college is focused on student success, with comprehensive, innovative programs in transfer/general education, occupational education, and developmental education that motivates and empowers students to be successful.

Student success is the focus of Madera Community College, with comprehensive, innovative programs in transfer/general education, occupational education, and developmental education. Distance learning courses also are a priority, providing online courses and linking Madera Community College with other district sites. The campus will continue to evolve over several years to serve a diverse student body and be the core of a 1,867-acre mixed-use community.

Madera Community College is a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community. Located in the heart of California, Madera Community College (MCC) is the newest college in State Center Community College District and the California Community College system. Madera Community College offers affordable, quality education for residents of Madera County and nearby communities.

### **About the District**

State Center Community College District (SCCCD) was formed in 1964, Fresno City college and Madera Community College are two of the four colleges comprising State Center Community College District, which also includes Reedley College and Clovis Community College. The District serves approximately 1.7 million people and 38 unified and high school districts in more than 5,700 square miles of urban and rural territory, including most of Fresno and Madera counties and portions of Kings and Tulare counties. SCCC is governed by a seven-member board of trustees who represent seven trustee areas. SCCC is a merit system district with over 2,800 faculty and classified staff. The total operating budget for SCCC is approximately \$384.6 million.



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## About the Community

### Fresno City College

As the very first community college in California, Fresno City College has a proud history of leadership in education and preparing generations of students for their future. Fresno City College is nestled near the lively Tower District and minutes from downtown Fresno, brick buildings and towering trees tell the long story of this historic institution. It is committed to academic excellence and diversity, equity and inclusion among its faculty, classified professionals, and students. The college takes responsibility for equitable outcomes and successful pathways for all students.

### Madera Community College

Madera Community College is located at the edge of the city of Madera on Avenue 12 east of Highway 99, serving approximately 9,400 students annually. The college provides an affordable, quality education for residents of Madera County and nearby communities, and is a proud member of the State Center Community College District.

Madera Community College at Oakhurst (MCCO) is a satellite campus of Madera Community College. It is located just 20 minutes from the South entrance to Yosemite National Park and just minutes away from the Sierra National Forest. The campus provides opportunity and access to higher education for a geographically isolated population in Eastern Madera County. The campus currently serves Oakhurst, Mariposa County, Coarsegold, North Fork and the surrounding communities with over 75 courses in a variety of study areas.

**To be considered for this position please visit our web site and apply on line at the following link: [www.scccd.edu](http://www.scccd.edu)**

*EOE*

## Contact Information

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

## Contact





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State Center Community College District

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