

Dean  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237810>

Downloaded On: Jun. 21, 2024 5:19am

Posted Jun. 17, 2024, set to expire Jun. 28, 2024

<b>Job Title</b>	Dean
<b>Department</b>	HS/GED/ABE Services
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Jun. 17, 2024
<b>Application Deadline</b>	06/28/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Dean
<b>Academic Field(s)</b>	Administration - Academic Unit
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5337513">https://apptrkr.com/5337513</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Dean**

**San Diego Community College District**

**Closing Date:** 6/28/2024

**Position Number:** 00120120

**Location:** Continuing Education

**Position Type:**

Dean  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237810>

Downloaded On: Jun. 21, 2024 5:19am

Posted Jun. 17, 2024, set to expire Jun. 28, 2024

Academic

**The Position:**

Posting Details (Default Section)

Closing Date: 06/28/2024 Open Until Filled No Classification Title Dean Working Title Interim Dean Adult Basic Education and CAEP Consortium Director Recruitment Limits **\*\*NOTE: THIS IS A TEMPORARY POSITION AND EMPLOYMENT IS LIMITED TO ONE YEAR. THE APPOINTED CANDIDATE SHOULD UNDERSTAND THAT THEY MAY NOT BE CONSIDERED FOR PERMANENT EMPLOYMENT IN THIS POSITION.** Location Continuing Education Pay Information Range 6 (\$10,725.84- \$17,471.26) per month based on the 2024 Management Salary Schedule.

Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook and is non-negotiable.

This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE Job Duration 12 Months Position Number: 00120120 FLSA Status Exempt (does not accrue overtime) Bargaining Unit Management Range 6 Position Type Academic Department HS/GED/ABE Services The Position Under the direction of a Vice President of Instruction, plan, organize and direct the Adult Basic Education, High School Diploma, and High School Equivalency Program. Manage the California Adult Education Program (CAEP) budget and projects and serve as the consortium director for CAEP as well as the Chief Examiner. This position will be housed at the Education Cultural Complex Campus of the San Diego College of Continuing Education.

Dean positions will supervise staff directly or through first-line supervisors, such as classified professionals, and faculty.

**Example of Duties**

1. Plan, organize, coordinate, manage, and evaluate an assigned instructional or instructional support program in accordance with legal requirements, district policies, and sound instructional/guidance principles and practices.
2. Establish overall objectives and plans; initiate and participate in overall program planning; assess needs for new programs/services and facilitate their development and implementation in

Dean  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237810>

Downloaded On: Jun. 21, 2024 5:19am

Posted Jun. 17, 2024, set to expire Jun. 28, 2024

accordance with established approval guidelines and budgets.

3. Direct the evaluation of facilities and equipment and recommend improvements.
4. Communicate and interpret program objectives and offerings to potential students, other two-year and four-year institutions, community organizations, students, staff, instructors, and others.
5. Screen, interview, select, assign, supervise, and evaluate regular and substitute faculty and staff; plan, coordinate, and provide orientation and in-service education for professional development of assigned staff.
6. Prepare staff assignments and schedules; assign work location in accordance with established district policy.
7. Develop annual budget recommendations according to established procedures; monitor and control assigned program budgets; initiate special fund requests.
8. Serve as a member of district, site, or other committees and task forces; maintain liaison with other site and district administration to assure proper coordination of activities; promote sharing of ideas and communication of successful operating practices with others in similar positions inside and outside the District.
9. Represent the District and participate at the local, State, and national levels in organizations and activities that improve, promote, and publicize district instructional/instructional support programs.
10. Coordinate and direct special projects as assigned; initiate studies and conduct analyses as necessary to determine the need for new or modified course offerings, programs, or services.
11. Prepare reports and make presentations as necessary; assure the preparation, distribution, and maintenance of required reports, records, and files.
12. Coordinate and facilitate the resolution of student, instructor, and staff conflicts, complaints, and grievances.
13. Perform related duties as assigned.

**Major Responsibilities** These incumbents are assigned to Instructional Services, manage a major instructional program(s), and also perform the following:

Review and evaluate curricula and effect changes as needed with the advice of department chairpersons and faculty; develop and coordinate instructional services in support of matriculation and student services; advise and direct faculty members in designing and implementing special projects; approve the selection of textbooks, visual aids, and other instructional materials; direct course approval applications for submission to the District and the State Chancellor's Office; assure the timely development of class schedules; direct the review and revision of materials for college catalogs related to assigned instructional area(s); assign instructors according to qualifications, scheduling requirements, and established work load standards.

Plan, manage, and execute CAEP initiatives and programs with consortium members and partners, including but not limited to San Diego Unified School District, and The San Diego County Board of

Dean  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237810>

Downloaded On: Jun. 21, 2024 5:19am

Posted Jun. 17, 2024, set to expire Jun. 28, 2024

## Education. Qualifications **MINIMUM QUALIFICATIONS**

In compliance with policies adopted by the Board of Trustees, applicants for this position must show evidence of the following minimum qualifications:

1. Possession of a Master's degree from a regionally accredited institution AND one (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment; OR,
2. Possession of a lifetime California Community College Supervisor Credential AND two (2) years of recent management experience in an institution of higher education.

## Desired Qualifications

- Extensive budget management experience.
- Experience with project and grant management, including planning with a variety of stake holders, and extensive reporting.
- Understanding of the needs of adult learners, especially those who have not complete a high school degree.

Equivalency If you do not possess the exact degrees, or higher, listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a [Request for Equivalency Form](#) and attach it during the application process. Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your on-line application. Licenses/Certificates/Credentials: Possession of a lifetime California Community College Chief Administrative Officer Credential  
Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Working Conditions **Physical Requirements:**

Category III

## Environment:

Favorable, usually involves an office. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section

Dean  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237810>

Downloaded On: Jun. 21, 2024 5:19am

Posted Jun. 17, 2024, set to expire Jun. 28, 2024

does not apply.

1. Complete online application;
2. Cover Letter that addresses major responsibilities and desired qualifications
3. Resume or CV AND
4. The names and contact information of three professional references, including a supervisor.

**Important:** To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or e-mail will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Interviews will take place early to mid-July with a start date of August 1st. Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

#### **EMPLOYMENT AFTER RETIREMENT**

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#)

Dean  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237810>

Downloaded On: Jun. 21, 2024 5:19am

Posted Jun. 17, 2024, set to expire Jun. 28, 2024

website for further information. Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

### **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment. Posting Number AC01051 Indicate budget number(s)

### **Major Responsibilities:**

These incumbents are assigned to Instructional Services, manage a major instructional program(s), and also perform the following:

Review and evaluate curricula and effect changes as needed with the advice of department chairpersons and faculty; develop and coordinate instructional services in support of matriculation and student services; advise and direct faculty members in designing and implementing special projects; approve the selection of textbooks, visual aids, and other instructional materials; direct course approval applications for submission to the District and the State Chancellors Office; assure the timely development of class schedules; direct the review and revision of materials for college catalogs related to assigned instructional area(s); assign instructors according to qualifications, scheduling requirements, and established work load standards.

Plan, manage, and execute CAEP initiatives and programs with consortium members and partners, including but not limited to San Diego Unified School District, and The San Diego County Board of Education.

### **Qualifications:**

#### **MINIMUM QUALIFICATIONS**

In compliance with policies adopted by the Board of Trustees, applicants for this position must show evidence of the following minimum qualifications:

1. Possession of a Masters degree from a regionally accredited institution AND one (1) year of formal training, internship, or leadership experience reasonably related to the administrators assignment; OR,
2. Possession of a lifetime California Community College Supervisor Credential AND two (2) years of recent management experience in an institution of higher education.

Dean  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237810>

Downloaded On: Jun. 21, 2024 5:19am

Posted Jun. 17, 2024, set to expire Jun. 28, 2024

**Desired Qualifications:**

- Extensive budget management experience.
- Experience with project and grant management, including planning with a variety of stake holders, and extensive reporting.
- Understanding of the needs of adult learners, especially those who have not complete a high school degree.

**Licenses:**

Possession of a lifetime California Community College Chief Administrative Officer Credential

**Pay Information:**

Range 6 (\$10,725.84- \$17,471.26) per month based on the 2024 Management Salary Schedule. Initial salary placement is commensurate with related experience and promotional rules. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook and is non-negotiable.

This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

**To apply, visit:** <https://www.sdccdjobs.com>

*All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.*

**Contact Information**



Dean  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=237810>

Downloaded On: Jun. 21, 2024 5:19am

Posted Jun. 17, 2024, set to expire Jun. 28, 2024

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

**Contact**

HS/GED/ABE Services

San Diego Community College District

,