

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242591>

Downloaded On: Aug. 10, 2024 11:24am

Posted Aug. 1, 2024, set to expire Aug. 22, 2024

Job Title	Dean
Department	Student Services
Institution	San Diego Community College District San Diego, California
Date Posted	Aug. 1, 2024
Application Deadline	08/22/2024
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Student Affairs Administration - Academic Unit
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Job Description	

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Dean

San Diego Community College District

Closing Date: 8/22/2024

Position Number: 00120122

Location: Continuing Education



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Position Type: Academic

The Position:

Posting Details (Default Section)

Closing Date: 08/22/2024

Open Until Filled: No

Classification Title: Dean

Working Title: Dean Student Support Services

Location: Continuing Education

Pay Information

Range 6 (\$10,725.84- \$17,471.26) per month based on the 2024 Management Salary Schedule.

New employees -Initial salary placement is commensurate with related experience. Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable. 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: 00120122

FLSA Status: Exempt (does not accrue overtime)

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Bargaining Unit: Management

Range: 6

Position Type: Academic

Department: Student Services

The Position

This position has a primary assignment to assist the Student Services Division in coordinating and directing faculty and staff in developing, implementing, and evaluating student support programs, specific initiatives, activities, and services. The Dean will assist with Division-wide planning and program development in accordance with the mission, goals and objectives of the College and Student Services and enhance the educational effectiveness of designated programs and services; manage assigned programs and assure compliance with specific regulations, statutes, and guidelines.

Major Responsibilities

The duties of the Dean of Student Support Services may include, but not be limited to, the following:

- Provide leadership to the student support services functions within the division which may include, but not be limited to CalWORKS, Black Student Success Program, Immigrant Support Program, LGBTQIA+ Student Success Program, San Diego Gateway to College & Career, Pathways, Veteran's Resource Center and Child Watch Program.
- Provide leadership in the evaluation and improvement of processes within Student Support Services to assure that all services provided to students are prompt, efficient and promote student retention and success.
- Provide leadership in the development of necessary programs and services designed to assure that students receive the support needed to successfully transition into and complete their college program of study.
- Participate in outreach activities and maintain effective communication with feeder school districts, community based organizations and public agencies; develop and participate in college community partnerships; make public presentations on behalf of the college.
- Ensure the provision of a student-centered, customer-service oriented environment for the delivery of all division functions, and promote such an environment across campus.
- Assure the implementation of the Student Equity Plan to close achievement gaps of targeted populations; monitor budget expenditures for compliance with the approved plan.

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- Direct and participate in the administration, development, and implementation of disciplinary actions in response to unacceptable student behavior; ensure compliance with the Student Discipline Policy; coordinate and direct activities to ensure proper and timely resolution of issues and conflicts related to student disciplinary matters and grievances; coordinate and conduct meetings and hearings related to student discipline, grievances, and appeals.
- Communicate and work closely with other divisions in implementing collaborative programs designed to meet student needs; facilitate internal partnerships between and among other student services, Community Advancement, Academic Affairs and Administrative Services.
- Provide leadership in the use of technology to assure the effectiveness and efficiency of student support services operations. Regularly analyze division staffing needs, lead the division in its faculty and staff prioritization process and make recommendations to the Vice President of Student Services; hire, supervise and evaluate assigned staff and provide for appropriate staff development; assure compliance with the District's personnel policies, procedures and practices.
- Plan for efficient and appropriate use and security of division facilities; assure compliance with health and safety regulations. Participate in strategic planning for the college, the Student Services Area, and the Student Support Services Division; collaborate with department managers in setting division priorities, both short-term and long-range.
- Maintain and encourage effective communication with division staff by holding regular staff meetings; provide information to staff about issues, programs and practices affecting the college, division and departments.
- Be an involved participant on the Student Services management and leadership teams; collaborate with other managers within the area in the development of area plans and priorities.
- Recommend and participate in the development of policy as necessary for the District to properly implement effective student support programs. Provide clearly written reports and analyses when requested or appropriate.
- Perform related duties as assigned.

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.

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Desired Qualifications

DESIRED QUALIFICATIONS

Knowledge/Areas of Expertise:

- Higher education in community colleges, including the mission of the California Community Colleges.
- Principles, practices and techniques involved in development, implementation, and evaluation of student services programs, services, plans, goals, and objectives.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Technological advancements and their application to student services. Development, implementation and monitoring of budget; resource development. Effective collaboration, communication, and consensus-building techniques.
- Principles and practices of management, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and procedures.
- Planning processes, including an understanding of key performance indicators, goals and measurable objectives, and how to write them. Oral and written communication skills.

Abilities/Skills:

- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Present a positive image of the college.
- Communicate with a wide range and level of students, public and college employees. Plan and work effectively and cooperatively with peers, faculty, staff, students and community members from multi-cultural, diverse backgrounds.
- Analyze situations accurately and adopt an effective course of action.
- Evaluate division programs and functions and make recommendations for continuous quality improvement.
- Develop grant or special project applications.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve staff in idea generation, goal setting, and decision-making.

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- Communicate well in writing and orally, develop written reports, and deliver oral presentations.

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 online application.

Licenses/Certificates/Credentials: 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.

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 does not apply.

1. Complete online application;
2. Resume;
3. Cover letter; AND,
4. Three professional references.

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 email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.

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

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; AND,
- Employed on an initial contract of two (2) year that is eligible for renewal annually for up to a subsequent two-year period.

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](#) 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.

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Posting Number: AC01061 Indicate budget number(s)

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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

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

Contact

Student Services
San Diego Community College District