

Associate Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244267>

Downloaded On: Sep. 13, 2024 8:22pm

Posted Sep. 4, 2024, set to expire Oct. 15, 2024

Job Title	Associate Dean
Department	Advanced Transportation Technology (ATTI)
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 4, 2024
Application Deadline	10/15/2024
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Administration - Other Administration - Undergraduate Education Administration - Academic Unit
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Job Description

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Associate Dean

San Diego Community College District

Closing Date: 10/15/2024

Position Number: 010108



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Location: San Diego Miramar College

Position Type: Academic

The Position:

Posting Details (Default Section)

Closing Date: 10/15/2024

Open Until Filled: No

Classification Title: Associate Dean

Working Title: Associate Dean, Career Education

Location: San Diego Miramar College

Pay Information

Range 4 (\$9,311.28- \$15,167.09) per month based on the 2023 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.

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: 010108

FLSA Status: Exempt (does not accrue overtime)



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Bargaining Unit: Management

Range: 4

Position Type: Academic

Department: Advanced Transportation Technology (ATTI)

The Position

San Diego Miramar College, a student-ready college, invites all qualified candidates to apply for the position of Associate Dean. Miramar College, a leader in providing student access and success, seeks candidates who are motivated by serving students in a college community and are committed to diversity, equity, and inclusion (DEI).

We are a fast-growing and innovative college with a freshly adopted focus on diversity, equity, and inclusion as we move into a new era. Recently designated as an emerging Minority Serving Institution (MSI) the College is committed to helping students access higher education and achieve success inside and outside the classroom.

The College is located in the Mira Mesa/Scripps Ranch area of San Diego and is one of four colleges/centers in the San Diego Community College District. Our [student population](#) of 14,193 [African American (5%), Native American (<1%), Asian (14%), Filipino (7%), Latinx (30%), Multiple Ethnicities (8%), Pacific Islander (1%), White (32%), Unreported (2%)], is reflective of the diverse community we serve. In addition to expertise in their field, San Diego Miramar College seeks applicants who possess the knowledge, skills, and abilities to support our diverse student populations. Additionally, candidates should be able to demonstrate ways they will develop tools and resources to better serve [historically marginalized and minoritized populations](#). We strongly encourage candidates who possess the experience for the position, and who are student-centered and continue to demonstrate a commitment to diversity, equity, and inclusion (DEI) to best serve our student population. Those who join our team at San Diego Miramar College can expect to be part of an inclusive, innovative, and equity-focused community that promotes broad collaboration among faculty, classified professionals, administration, students, and community and industry partners. We are proud of our commitment to create a socially just and responsive culture, host ethnically diverse speakers, and support various equity-focused professional development opportunities. Our college strives to ensure that students reach their full potential by eliminating gaps in academic outcomes that traditionally hinder students of color and disproportionately impacted students.

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In fact, the college's commitment to diversity, equity, and inclusion is encapsulated by our newly adopted Strategic Goal #5:

Miramar College Strategic Goal #5

Diversity, Equity, and Inclusion (DEI) - Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

Strategic Direction 1- Systematically update college processes, programs, and practices within a comprehensive equity framework for equity-minded practices in the workplace, the classroom, and support programs/services.

Strategic Direction 2- Establish comprehensive professional development for the campus community to increase capacity around and engage in equity, diversity, inclusion, social justice, and anti-racism.

Strategic Direction 3-Systematically review, develop and incorporate equity-minded practices in: 1) culturally responsive instructional pedagogy, 2) student-centered services, and 3) recruitment, screening, and retention of employees.

Applicants can review Miramar College's full strategic plan on Miramar College's:

https://sdmiramar.edu/sites/default/files/2021-07/San_Diego_Miramar_College_Fall_2020-Spring_2027_Strategic_Plan.pdf

Major Responsibilities

The Associate Dean/Strong Workforce Director will supervise all operational functions of the Strong Workforce Program, Perkins, and other CE grants and projects including the development and management of annual work-plans, budgets and related expenditures and preparation of multiple reports in accordance with regional, state and federal requirements/regulations; evaluate SWP program performance in areas of enrollment, completion, transfer and employment outcomes; oversee the development of web based systems and processes to collect, track and monitor SWP metrics across instructional programs and services; work with CE faculty to develop new curriculum and programs in new and emerging occupational areas; assist with the development and implementation of effective marketing and outreach; assist in the coordination of industry advisory activities; participate in local, regional, and statewide workforce development activities; and assist in aligning the Strong Workforce Plan to the College's strategic goals and educational master plan, with a specific emphasis on aligning with the Student Equity Plan to align available resources to ensure student success. This position will oversee all aspects apprenticeships, work experience, and work-based learning. The

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incumbent will also be responsible for integrating career services across instructional programs and student service areas. Duties will include: supervise career services faculty and staff; work collaboratively with Instructional and Student Service administration, faculty and staff to coordinate and implement aligned academic and student services and activities; design, identify and provide joint professional development to enhance the integration of career services across programs and services; and be responsible for developing and overseeing of a coordinated student employment and outcome tracking and data collection system for students seeking career services across all instructional programs.

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.

Desired Qualifications

1. Demonstrated knowledge, experience and success coordinating Career Education (CE) programs and related economic and workforce development projects and activities.
2. Demonstrated ability and experience in managing grant-funded programs and projects including grant metric evaluations, fiscal/budget development and oversight, and the reporting of grant outcomes.
3. Demonstrated knowledge and experience in hiring, supervising, evaluating and disciplining faculty and classified staff.
4. Demonstrated ability to collaborate with administrators, faculty and staff involved in workforce development initiatives and assist in the development and coordination of workforce development plans.
5. Demonstrated ability to collect, retrieve, and interpret various data to inform CE programs.
6. Demonstrated ability to collaborate with faculty and staff to assess, evaluate, monitor, and document student progress and success utilizing appropriate research and data management methods and tools.
7. Demonstrated experience providing administrative and technical support to career education faculty with the development of new programs and curriculum.
8. Demonstrated experience directing and/or implementing career services such as employment readiness, career assessment, internship development and job placement.

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9. Demonstrated knowledge and experience with database development and implementation.
10. Demonstrated experience working with participatory governance.
11. Demonstrated experience creating and maintaining professional, community, and industry partnerships including industry advisory boards and regional workforce development partnerships.
12. Demonstrated ability and experience to professionally represent San Diego Miramar College in local, regional, state, and community activities related to career technical education and workforce development.
13. Demonstrated knowledge and experience using current software and web-based information systems to track, report, document grant activities and present measurable outcomes.
14. Demonstrated experience publicizing, promoting and communicating CE programs to the college, to the district and to external community organizations.
15. Evidence of strong written and verbal communication skills.

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: N/A

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: San Diego Miramar College is piloting anonymous screening format as a means to minimize implicit bias in the screening of applications. The anonymous screening format of applications refers to the process of reviewing applications without revealing the personal information of the applicants, such as their name, gender, or other potentially biased details. This approach aims to eliminate unconscious biases, promoting fair and objective evaluation based solely

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on the experience of the applicants.

By anonymizing applications, screening committees create a more inclusive and diverse hiring process.

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 the online application, including examples and outcomes listed within the Duties section of your Employment History;
2. Complete responses to the Supplemental Questions, including examples and outcomes;
3. Resume;
4. Cover Letter (not to exceed 2 pages) addressing each of the professional competencies listed under desired qualifications; AND,
5. List of three (3) professional references who will be contacted prior to interview with College President and Vice President.
6. Foreign Degree Evaluation (required if applicable).
7. Equivalency Request (required if applicable).

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.

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

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- for this position); Including Foreign Degree Evaluation, if applicable.
- 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) years 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.

Posting Number: AC01025 Indicate budget number(s)

Major Responsibilities:

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across instructional programs and services; work with CE faculty to develop new curriculum and programs in new and emerging occupational areas; assist with the development and implementation of effective marketing and outreach; assist in the coordination of industry advisory activities; participate in local, regional, and statewide workforce development activities; and assist in aligning the Strong Workforce Plan to the College's strategic goals and educational master plan, with a specific emphasis on aligning with the Student Equity Plan to align available resources to ensure student success. This position will oversee all aspects apprenticeships, work experience, and work-based learning. The incumbent will also be responsible for integrating career services across instructional programs and student service areas. Duties will include: supervise career services faculty and staff; work collaboratively with Instructional and Student Service administration, faculty and staff to coordinate and implement aligned academic and student services and activities; design, identify and provide joint professional development to enhance the integration of career services across programs and services; and be responsible for developing and overseeing of a coordinated student employment and outcome tracking and data collection system for students seeking career services across all instructional programs.

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5. Demonstrated ability to collect, retrieve, and interpret various data to inform CE programs.
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7. Demonstrated experience providing administrative and technical support to career education faculty with the development of new programs and curriculum.
8. Demonstrated experience directing and/or implementing career services such as employment readiness, career assessment, internship development and job placement.
9. Demonstrated knowledge and experience with database development and implementation.
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Licenses:

N/A

Pay Information:

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



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Contact Information

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

Contact

Advanced Transportation Technology (ATTI)
San Diego Community College District

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