

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244560>

Downloaded On: Sep. 13, 2024 3:16pm

Posted Sep. 9, 2024, set to expire Jul. 1, 2025

Job Title	Dean
Department	Instruction
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 9, 2024
Application Deadline	10/06/2025
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Other
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Job Description

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Dean

San Diego Community College District

Closing Date: 10/6/2025

Position Number: 00120549

Location: San Diego Mesa College

Position Type:

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Academic

The Position:

Posting Details (Default Section)

Closing Date: 10/06/2025

Open Until Filled: No

Classification Title: Dean

Working Title: Dean of Instruction

Location: San Diego Mesa College

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. Annual Salaries will be recalculated for service less than a full academic year based on Education Code 87815, any required adjustment will be made within the first pay period.

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: 00120549

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FLSA Status: Exempt (does not accrue overtime)

Bargaining Unit: Management

Range: 6

Position Type: Academic

Department: Instruction

The Position

From San Diego Mesa College President Ashanti Hands:

San Diego Mesa College seeks energetic and dedicated candidates to apply for academic positions. The College is committed to academic excellence and diversity, equity, and inclusion among its faculty, classified professionals, staff, and students.

As the "Leading College of Equity & Excellence", we take responsibility for equitable outcomes and successful pathways for all of our students. As the largest college in the San Diego Community College District, the institution enjoys a solid financial standing, state-of-the-art facilities, and a world-class faculty, classified professionals, and staff.

For 60 years, Mesa College has been on the leading edge, from offering a Community College Bachelor's Degree, to being a lead California Community College in graduating students with an Advanced Degree for Transfer. We embrace the mission of community colleges and are committed to empowering our students to maximize their potential, leading to healthy and thriving communities.

We are adding new staff, classified professionals, faculty, and administrators who, alongside our stellar colleagues, will lead us into the future. If this opportunity sounds like the right fit for you, I encourage you to file an application for employment.

Reporting directly to the Vice President of Instruction, the Dean of Instruction will be responsible for overseeing and providing support and coordination for guided pathways, schedule development, dual enrollment, strategic enrollment management, and other initiatives that support student success and equity. The incumbent will coordinate with faculty, classified professionals, administration, K-12 agencies, and community organizations. This is an Academic (Educational) Administrator classification that directs, supervises, and manages all activities of the college's comprehensive enrollment

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programs.

Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Vice President of Instruction.

EXAMPLE OF DUTIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and make reasonable accommodations so that qualified employees can perform the job's essential functions.

1. Assist with planning and analysis of instructional programs and services, overall enrollment management, and academic and career pathways development.
2. Maintain current knowledge of new developments, innovations, and relevant legislation; proactively lead the implementation of initiatives.
3. Conduct various organizational and operational studies related to assigned areas; prepare various statistical and narrative internal reports for informational and planning purposes; recommend modifications to policies and procedures as appropriate.
4. Oversight of Mesa College's comprehensive dual enrollment programs. Manage and participate in the development and implementation of District goals, objectives, administrative procedures, and priorities.
5. Plan, manage, direct, and provide leadership to the day-to-day activities of all components of dual enrollment programs.
6. Partner with Outreach to plan, develop, and implement parent and student outreach for dual enrollment opportunities, emphasizing equity and inclusion.
7. Assist with the development of CCAP partnerships, research best practices, and network with Dual Enrollment Coordinators at other California Community Colleges.
8. Work with Dual Enrollment staff at the District office and District colleges to strengthen dual enrollment partnerships and increase the number of students enrolled in Mesa College courses and programs.
9. Confer with Student Services and high school partners to resolve student enrollment issues related to early admissions or concurrent enrollment.
10. Develop and maintain high-profile, effective, and positive relations with local feeder school districts, colleges and universities, and the local community.
11. Collaborate with other stakeholders to suggest enrollment management and retention strategies supporting the District's mission and vision.
12. Gather data and prepare reports on enrollment, performance, and retention of all

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instructional programs, including dually enrolled high school students.

13. Assist with developing professional learning, handbook, and other resources for staff and faculty designed around DEIA practices.
14. Work with Department Chairs and Deans to schedule credit courses for off-campus locations, area high schools, and sites throughout the Mesa College Service area.
15. Develop, prepare, submit, and monitor assigned budgets; research and approve expenditures for services, supplies, and equipment in accordance with established policies, procedures, and protocols.
16. Work collaboratively with administration, faculty, staff, and community partners in leading the implementation, planning, development, and coordination of the College's guided pathways and Credit for Prior Learning framework.
17. Work collaboratively with K-12 partners and the College of Continuing Education to expand and support the design of pathways from noncredit to credit degree completion.
18. Attend various staff and committee meetings; serve on and chair various campus and off-campus committees.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Major Responsibilities

QUALIFICATIONS

Knowledge of:

1. Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and staff training in work methods and procedures.
2. Operations, services, and activities of comprehensive dual enrollment programs.
3. Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
4. Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
5. Principles, practices, theories, research design methods, evaluation, data collection and statistical analysis, interpretation, and reporting of various data and information.
6. Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
7. Contemporary issues of inclusion, social justice, diversity, access, and equity related to higher education.

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8. Methods and techniques for developing presentations, business correspondence, research, reporting, and information distribution.
9. Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
10. Modern office practices, procedures, technology, computer equipment, and applications, including word processing, database, and spreadsheet applications.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for effectively representing the District in contact with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
13. Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

1. Provide administrative and professional leadership and direction for the department and assigned program areas.
2. Develop and implement goals, objectives, policies, procedures, and work standards for assigned program areas.
3. Develop and monitor budgets and effectively utilize resources.
4. Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
5. Plan, organize, direct, and coordinate the work of professional and technical faculty and staff.

Delegate authority and responsibility:

1. Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
2. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
3. Effectively represent the District and the department in meetings with various educational, business, professional, regulatory, and legislative organizations.
4. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
5. Gather and analyze data, evaluate alternatives, and make sound recommendations.
6. Maintain accurate databases, records, and files.
7. Effectively manage priorities in complex and diverse operational units.

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8. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform various work tasks.
9. Communicate clearly and concisely, orally and in writing, using appropriate English grammar and syntax.
10. Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
11. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification, although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbent must occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbent must be able to lift, carry, push, and pull materials and objects up to 20 pounds.

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

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](#)

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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: 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 does not apply.

1. Complete online application;
2. Cover Letter (not to exceed three pages);
3. Resume that addresses your background, education, and experience (not to exceed five pages);
4. Five (5) references (include two faculty, two supervisors, and one support staff) within the online application;
5. Unofficial Graduate Transcripts; AND,
6. Unofficial Undergraduate Transcripts.
7. Foreign Degree Evaluation (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

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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.
- 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

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for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment.

Posting Number: AC01073 Indicate budget number(s)

Major Responsibilities:

QUALIFICATIONS

Knowledge of:

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Possession of a lifetime California Community College Chief Administrative Officer Credential

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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

Instruction

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