

Dean  
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=244745>

Downloaded On: Sep. 13, 2024 6:23pm

Posted Sep. 12, 2024, set to expire Oct. 8, 2024

<b>Job Title</b>	Dean
<b>Department</b>	Student Development
<b>Institution</b>	San Diego Community College District San Diego, California
<b>Date Posted</b>	Sep. 12, 2024
<b>Application Deadline</b>	10/08/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Dean
<b>Academic Field(s)</b>	Administration - Executive Administration - Student Affairs
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5630478">https://apptrkr.com/5630478</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Dean**

**San Diego Community College District**

**Closing Date:** 10/8/2024

**Position Number:** 003418

**Location:** San Diego City College



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**Position Type:** Academic

**The Position:**

Posting Details (Default Section)

Closing Date: 10/08/2024

Open Until Filled: No

Classification: Title Dean

Working Title: Dean of Student Development and Matriculation

Location: San Diego City 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

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FLSA Status: Exempt (does not accrue overtime)

Bargaining Unit: Management

Range: 6

Position Type: Academic

Department: Student Development

### **The Position**

Under the direction of a Vice President Student Services, plan, organize and direct a major instructional, instructional support and/or student services program on a college campus or at a large continuing education site.

Incumbents in this classification are assigned to manage and provide leadership to a large instructional program involving a group of academic subject areas, a large continuing education program, an instructional support or a student services program employing certificated personnel such as faculty counselors, academic support, student affairs, student development, student affairs/matriculation or student services. Dean positions may supervise staff directly or through first-line supervisors, such as Associate Deans and Directors.

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.

Establish overall objectives and plans; initiate and participate in overall program planning; assess needs for new programs/services; facilitate their development and implementation in accordance with established approval guidelines and budgets.

### **Major Responsibilities:**

1. Direct the evaluation of facilities and equipment and recommend improvements.
2. Communicate and interpret program objectives and offerings to potential students, other two-year and four-year institutions, community organizations, students, staff, instructors and others in various departments.
3. Supervision of various departments including but not limited to: General Counseling, Career and

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Transfer, EOPS, CARE, NextUp, CalWORKs, Rising Scholars, UMOJA, PUENTE, HUBU, Personal Growth, Student Success Center, etc.

4. Screen, interview, select, assign, supervise and evaluate regular and substitute instructional faculty, faculty counselors and classified professionals; plan, coordinate and provide orientation and in-service education for professional development and training of assigned staff.
5. Prepare staff assignments and schedules; assign work location in accordance with established District policy.
6. Develop annual budget recommendations according to established procedures; monitor and control assigned program budgets; initiate special fund requests and manage categorical programs.
7. 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.
8. Represent the District and participate at the local, State and national levels in organizations and activities that improve, promote and publicize District instructional/non-instructional support programs.
9. 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.
10. Prepare reports and make presentations as necessary; assure the preparation, distribution and maintenance of required reports, records and files.
11. Coordinate and facilitate the resolution of student, instructor and classified professional conflicts, complaints and grievances.
12. Experience with Union Contracts; Hiring; Managing & Evaluating Processes.
13. Strategic leadership through the student journey.
14. Perform other related duties as assigned.

### Major Responsibilities

DEAN - STUDENT DEVELOPMENT & MATRICULATION: These incumbents are assigned to Student Services and manage student development and matriculation programs and services, including orientation, skills assessment, advisement, student follow-up and program evaluation; develop and coordinate advisement and counseling activities in support of student retention programs.

The Dean of Student Development and Matriculation provides leadership to a diverse team in student services, coordinates multiple projects, provides budget oversight for general fund and categorical programs, and leads numerous student services programs and efforts which include support services such as: general counseling, EOPS, CalWORKs, PUENTE, UMOJA, HUBU, City Scholars, NextUp,

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orientation, career and transfer, student follow-up, and other interventions to successfully transition students to college through completion.

The Dean of Student Development and Matriculation is a critical part of the Student Services division. This position has budgetary oversight for grants, SEA, SSSP funds and other categorical funds which have reporting deadlines and responsibilities.

### 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

- Knowledge:
  - Principles and techniques of leadership, instructing, training, counseling and supervising.
  - Goals and objectives of assigned programs.
  - Program and staff evaluation principles.
  - Governance systems for California community college districts
  - Supervision, management and public administration principles.
  - Budget, accounting and fund-raising principles.
  - Local, state and federal laws governing programs and services of community college districts.
  - Trends in educational program offerings.
  - Content and course outlines.
  - Delivery systems for instructional and instructional support programs and services.
  - Goals of the District's educational master plan.
  - District's collective bargaining process.
  - Technical aspects of field of specialty.
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- District organization, policies and procedures.
- Public relations and marketing techniques.

Skills and Abilities:

- Maintain excellent interpersonal relations with college, program and District staff, students and community groups.
- Train, select, assign, supervise and evaluate staff.
- Develop and direct delivery systems and implementation procedures for assigned programs and services.
- Develop and control budgets.
- Demonstrate analytical and assessment abilities.
- Influence and persuade people to follow a prescribed course of action.
- Communicate effectively both verbally and in writing.

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: 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).

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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. Supplemental Questions;
3. Cover Letter;
4. Curriculum Vitae or Resume;
5. Unofficial Transcript (Graduate);
6. Unofficial Transcript (Undergraduate); AND,
7. Three (3) References listed within the online application.
8. Foreign Degree Evaluation (required if applicable).
9. License/Certificates/Credentials (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 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.

**Tentative Timeline (Subject to Amendments)**

Tentative Start date of 01/02/2025.

**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);

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- 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.

Posting Number: AC01079 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

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