

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

Job Title	Dean
Department	Academic Services
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 30, 2024
Application Deadline	10/20/2024
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Undergraduate Education Administration - Student Affairs
Apply Online Here	https://apptrkr.com/5674293
Apply By Email	
Job Description	

Image not found or type unknown



Dean

San Diego Community College District

Closing Date: 10/20/2024

Position Number: 00120539

Location: San Diego Miramar College

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

Position Type: Academic

The Position:

Posting Details (Default Section)

Closing Date: 10/20/2024

Open Until Filled: No

Classification Title: Dean

Working Title: Dean of Academic Services

Location: San Diego Miramar 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: 00120539

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

FLSA Status: Exempt (does not accrue overtime)

Bargaining Unit: Management

Range: 6

Position Type: Academic

Department: Academic Services

The Position

San Diego Miramar College, a student-ready college, invites all qualified candidates to apply for the position of Instructional Dean overseeing School of Academic Services. 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 Hispanic Serving Institution (HSI) 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. San Diego Miramar College stands on unratified treaty lands of the Kumeyaay Nation. Land Acknowledgement

Our student population of 14,193 [African American (5%), Native American (<1%), Asian (13%), Filipino (6%), Latina/o/e/x (31%), Multiple Ethnicities (7%), Pacific Islander (1%), White (35%), Unreported (2%)], is reflective of the diverse community we serve.

Under the direction of the Vice President of Instruction and in close coordination with Department Chairs and Program Leads, the Dean of Academic Services is responsible for planning, organizing, directing, evaluating, and advocating for all academic and student success programs, including the Academic Success Center, Library, Pathways, Personal Growth, Honors, International Education, Online Learning and Technology, Professional Development, College and Career Access Pathways (CCAP), and Off-Campus Programs. The Dean will also utilize a research-based perspective to assist the College with integrating academic and student support services in alignment with changing legislative mandates and funding formulas.

In addition to expertise in their field, San Diego Miramar College seeks applicants who possess the

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

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 San Diego Miramar College team 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 creating a socially just and responsive culture, hosting ethnically diverse speakers, and supporting 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.

The college's commitment to diversity, equity, and inclusion is encapsulated by our 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

Under the direction of the Vice President of Instruction, 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 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.

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

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

- 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 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

DEAN - INSTRUCTION

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

Major Responsibilities:

1. Provide administrative oversight, leadership and direction for the day-to-day activities of all components of the Academic Success Center and Library operations in support of classroom

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

instruction with a focus on student equity, retention, and success.

2. Work collaboratively with faculty, classified professionals, and administrators in developing student academic support services and activities that address student achievement gaps which may include tutoring and supplemental instruction, early alert, learning communities, academic intervention strategies, and related professional development for faculty and classified professionals.

3. Provide leadership in the use of research and data when designing and implementing student success initiatives, including but not limited to the use of student learning outcomes, disproportionate impact studies, statewide and national studies on Guided Pathways.

4. Provide assistance for collegewide student equity and academic success efforts and ensure compliance with related success and equity mandates.

5. Research, coordinate, implement and evaluate innovative, promising and high-impact best practices that facilitate access, success, and completion for a diverse student body.

6. Work collaboratively with deans and directors across the college and district to identify and access both general and categorical funding sources to support student success initiatives.

7. Assist with the development and assessment of effectiveness and success indicators, measures, and benchmarks; Create and maintain scorecards, dashboards, and other systems of comprehensive, and strategic measurement and assessment across initiatives.

8. Analyze educational research related to policy and identify implications for the College program and services planning across initiatives.

9. Oversee special studies, projects, and analyses related to program evaluation, strategic planning activities, and outcome measures across initiatives.

10. Work collaboratively with students, classified professionals, faculty, and administrators to ensure broad stakeholder input and engagement.

11. Serve as the administrative liaison for Instruction and Student Services Divisions, while implementing integrated student success initiatives.

12. Collaborate with external agencies and stakeholders to strengthen the institutional capacity to serve its diverse student body.

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

13. Provide advocacy in the recruitment of diverse faculty and classified professionals.
14. Assist with the review of statutory requirements and ensure that the college complies with program regulations as they apply to budgetary and program requirements.
15. Prepare and administer budgets and reports for assigned areas.
16. Engage in a cycle of continuous quality improvement through the development of program review, planning, and learning outcomes assessment. In particular, provide accountability by delivering measurable outcomes based on identified annual program goals and objectives.
17. Supervise, select, train, and evaluate assigned faculty and classified professionals; determine staffing levels, job duties, and allocate staff time; provide technical direction and guidance; develop staffing schedules to ensure appropriate coverage; assign and monitor tasks and projects, design appropriate professional development of assigned personnel.
18. Plan, coordinate and provide professional development opportunities for assigned classified professionals and faculty.
19. Serve on college and district committees as assigned.
20. Perform other 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.

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

Desired Qualifications

1. Demonstrated experience in providing administrative oversight and leadership for student equity, academic success, and academic support programs and services.
2. Demonstrated knowledge of instructional and student support programs and practices grounded on the Guided Pathways framework.
3. Demonstrated ability to build and maintain collaborative working relationships across the divisions of the college.
4. Demonstrated experience in research design/methodology and implementation relating to college-wide and department functions such as the Library, Academic Success Center, and CCAP.
5. Demonstrated ability to develop and integrate student services and instructional services to achieve the college mission.
6. Demonstrated knowledge of current state initiatives focused on student equity and academic success.
7. Demonstrated experience in and knowledge of: student learning outcomes and assessment, integrated planning, program review, and accreditation processes.
8. Demonstrated ability to a) establish and maintain professional working relationships with counseling and classroom faculty and, b) work cooperatively with student services, instructional, and administrative services.
9. Demonstrated knowledge of academic support programs, including supplemental instruction, embedded tutoring, basic skills initiatives, and alternate/distance service delivery methods.
10. Demonstrated experience hiring, supervising, evaluating, mentoring, and providing leadership to faculty/staff.
11. Demonstrated understanding of and successful experience working in a participatory governance environment.
12. Demonstrated ability to manage complex collegewide programs such as Professional

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

Development, Instructional Technology, Honors, and International Education.

13. Demonstrated experience of and ability to develop, administer, and control budgets.

14. Knowledge of and experience with instructional technologies and using technology to deliver academic support services.

15. Demonstrated ability to communicate effectively orally and in writing.

16. Demonstrated ability to analyze data and recommend improvements in operations, systems, procedures, policies, and methods.

17. Demonstrated accomplishments in resource and fund development, including grant management.

18. Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.

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

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

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 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 online application, including examples and outcomes listed within the Duties section your Employment History;
2. Complete responses to the Supplemental Questions, including examples and outcomes;
3. Cover Letter;
4. Curriculum Vitae or Resume;
5. Three (3) Professional References included within the online application;
6. List of Courses Taken (Refer to "Special Instructions" in posting);
7. *Unofficial Transcript (Undergraduate); AND,
8. *Unofficial Transcript (Graduate).
9. Foreign Degree Evaluation (required if applicable).
10. License/Certificates/Credentials (Optional).

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.
- *Unofficial Transcripts will not be included with your application during the screening process. The unofficial transcripts will only be reviewed when a salary workup is prepared for salary

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

placement and a conditional job offer.

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.

Posting Number: AC01084 Indicate budget number(s)

Licenses:



Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024

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.

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.

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

Academic Services

San Diego Community College District

,



Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246103>

Downloaded On: Oct. 19, 2024 1:20pm

Posted Sep. 30, 2024, set to expire Oct. 20, 2024