

Dean-English, Library, and Language Arts Division
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247363>

Downloaded On: Nov. 1, 2024 6:19pm

Posted Oct. 21, 2024, set to expire Nov. 3, 2024

Job Title	Dean-English, Library, and Language Arts Division
Department	Bela Division Office
Institution	Cabrillo College Aptos, California
Date Posted	Oct. 21, 2024
Application Deadline	11/03/2024
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Humanities - Other Humanities - Foreign Languages Humanities - English
Apply Online Here	https://apptrkr.com/5729139

Apply By Email

Job Description

Image not found or type unknown



Dean-English, Library, and Language Arts Division

Cabrillo College

Salary: See Position Description

Job Type: Full-time (100%)

Job Number:

Dean-English, Library, and Language Arts Division
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247363>

Downloaded On: Nov. 1, 2024 6:19pm

Posted Oct. 21, 2024, set to expire Nov. 3, 2024

2024-01905

Closing: 11/3/2024 11:59 PM Pacific

Location: Aptos, CA

Department: Bela Division Office

Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is a Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

Cabrillo College is looking for an **Academic Dean to lead the English, Library, and Language Arts Division**. The ideal candidate will operate under general policy direction to plan, organize, direct, and integrate the operations of the District's English, Library, Teaching & Learning Center, Tutoring & Academic Support Services, and Language Arts Divisions.* Key responsibilities include overseeing administration, community and public relations, facilities management, technical operations, effective stewardship, and ongoing assessment. The Academic Dean will collaborate closely with other deans and actively engage in the District's participatory governance activities and initiatives. They will provide expert guidance and leadership to the President and Cabinet on District-wide programs and strategies aimed at achieving the District's mission and institutional goals. Additional related duties will be assigned as necessary.

*Relevant fields of study under the direction of this Academic Dean also include:

- English
- English as a Second Language (ESL)
- Journalism
- American Sign Language (ASL)
- French
- German
- Italian
- Japanese
- Spanish

COMPENSATION AND BENEFITS:

Dean-English, Library, and Language Arts Division
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247363>

Downloaded On: Nov. 1, 2024 6:19pm

Posted Oct. 21, 2024, set to expire Nov. 3, 2024

Salary:

Full-time administrative/management assignment (223-day work year), 12 months per year, Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. Current eight-step schedule ranges from **\$139,336 to \$196,060 per year**. Salary placement is determined by documented education and experience. A **doctoral stipend of \$4,775 per year** is provided to eligible employees. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

Benefits:

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-term/long-term disability insurance provided at a share of cost on a pretax basis, CalSTRS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0. *Please see the [Benefits link](#) on the HR webpage for more information.*

Educational administrators are required to join the State Teachers Retirement System (STRS) and as such must contribute 10.25% of their monthly salary to STRS on a pre-tax basis. Please see the Benefits [link](#) on the HR webpage for more information.

Work-Life Balance:

This opportunity is a full-time assignment, 12 months per year. [Cabrillo administrators](#) enjoy a 223-day work schedule, which equates to an average of 18 self-selected non-work days, 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used for Personal Necessity.

Cabrillo's Commitment to Diversity:

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2022, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (51%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2007, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long history of participatory governance in all levels of decision-making at the college. Cabrillo provides an

Dean-English, Library, and Language Arts Division Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247363>

Downloaded On: Nov. 1, 2024 6:19pm

Posted Oct. 21, 2024, set to expire Nov. 3, 2024

excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. ***Come join us in our vision to improve the world, one student at a time!***

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, directs, controls, integrates and evaluates the work of faculty and classified managers and staff in an assigned academic division; with administrators, managers and staff, develops, implements and evaluates annual program plans, goals and objectives to achieve District goals and objectives; contributes to development of annual general-fund and grant-funded budgets and tracks performance against funding allocations to ensure compliance with legal mandates; manages and directs development, implementation and evaluation of plans, work processes, systems and procedures to achieve annual goals, objectives and work standards.
- Directs and manages the selection of full-time and adjunct faculty; coordinates associated processes with Human Resources staff; conducts and/or facilitates new faculty and/or staff orientations; budgets and allocates teaching units, oversees scheduling of classes and monitors actual teaching units against approved budgets; oversees and ensures the timely evaluation of faculty; encourages faculty in their continuing professional development; works to promote and maintain a collegial environment; chairs faculty tenure review processes and serves on tenure-track search committees; oversees, facilitates and/or acts as a final adjudicator in faculty, staff, student and community conflict resolution and grievance processes.
- Directs and manages the work of the division office and the performance of assigned classified staff; directs and oversees the selection of classified staff; establishes performance requirements and professional development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; ensures accurate reporting of absence time; hears and acts on grievances; subject to concurrence by senior management and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

Dean-English, Library, and Language Arts Division Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247363>

Downloaded On: Nov. 1, 2024 6:19pm

Posted Oct. 21, 2024, set to expire Nov. 3, 2024

- Provides day-to-day leadership and works with faculty and staff to ensure a high-performance, service-oriented work environment that supports achievement of the division's and District's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- Provides support to reporting managers and/or administrators regarding disciplinary actions and grievances; approves related decisions.
- With members of Senior Management, participates in the development and implementation of District strategic plans, goals and objectives including Guided Pathways; participates in the District's institutional planning processes; leads and directs division staff in the development and application of new methodologies, technologies and business process improvements to achieve higher efficiency, productivity and customer service in department work processes.
- Participates actively in the life of the District and its participatory governance processes by serving on committees, task forces and councils; coordinates, assigns, directs and/or participates in work on projects associated with accreditation.
- Works with department chairs, faculty, staff and administration to ensure compliance with California Code of Regulations Title 5, accreditation standards and Board Policies and Administrative Procedures; works with department chairs and faculty in monitoring student learning success and equity outcomes and assessment activities at program and course levels; fosters quality instruction and optimal functioning of programs; provides support to incorporate and implement "best practices" within fields of instruction.
- In consultation with department chairs, uses enrollment and other data to develop efficient class schedules and related services to balance needs for student access, success and completion with appropriate financial stewardship; manages the scheduling of classes, monitors class sizes and cancellations and approves and directs implementation of schedule changes.
- Leads and works with faculty in conducting regular curriculum reviews and in developing curricula for new courses to meet the needs of students; leads and participates in overall program planning and program reviews.
- Provides leadership in the coordination of state, local and regional collaborations and in community outreach activities; oversee the development of grant applications and administration of grants ensuring compliance with funder requirements.
- Stays abreast of relevant trends and engages in personal professional development programs and activities to maximize contributions to the District and the community.
- Makes presentations to the Board of Trustees, Cabinet and to other District groups.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

Dean-English, Library, and Language Arts Division Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247363>

Downloaded On: Nov. 1, 2024 6:19pm

Posted Oct. 21, 2024, set to expire Nov. 3, 2024

OTHER DUTIES

- As Academic Dean of English, Library, and Language Arts Division (ELLA), in addition to ELLA instructional programs, directs and oversees the operations of the District's Library, Teaching and Learning Center, and Tutoring and Academic Support Services, including all aspects of administration, community and public relations, facilities and technical management, effective stewardship and ongoing assessment. Work is required at Aptos and Watsonville locations.
- Serves on committees and represents the District at local, regional, state and national conferences, meetings, workshops and training seminars.
- May serve as a designee for the Vice President, Instruction when assigned.
- Performs related duties as assigned.

Minimum Qualifications

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- A master's degree from an accredited college or university in a relevant field of study; and three (3) years of increasingly responsible experience as an academic administrator or in a faculty leadership role; **OR**
- Meet the state minimum qualifications for an educational administrator, which include a master's degree **AND AT LEAST** one (1) year of formal training, internship or leadership experience reasonably related to the administrative assignment; or California Community College credential authorizing administrative service at the community college level.

[*Equivalency Application Form and Process link](#)

Why would I complete the Equivalency Form when I am already completing an application and have a relevant degree? To determine whether your current education, or exact discipline, and/or

Dean-English, Library, and Language Arts Division
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247363>

Downloaded On: Nov. 1, 2024 6:19pm

Posted Oct. 21, 2024, set to expire Nov. 3, 2024

experience is "equivalent," you must submit an Equivalency Form to initiate a review by the Equivalency Committee at Cabrillo College and so that your application can move forward and be considered by the search committee.

Please note the Equivalency Committee will consider *only* those applicants who formally request equivalency consideration by submitting the Completed Equivalency Form with their application by the closing date stated in the job announcement. Be sure to attach detailed evidence such as unofficial transcripts and/or other certifications that support the equivalency.

Still working on completing your degree? Applicants currently working on the required degree(s) for the position are encouraged to apply with the understanding that they must complete the Equivalency Form and attach supporting documentation with their application.

For additional information, please review our [Applicant FAQ's here](#).

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of instructional program development and administration.
- Advanced mastery of theory, principles and methods of application of academic disciplines relevant to assigned areas of responsibility.
- Accreditation standards of the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.
- Trends, developments and application of educational technologies in areas of academic responsibility including distance and online educational technologies.
- Applicable federal, state and local laws, rules and regulations including Title V of the California Education Code and other state and federal laws and regulations.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement.
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- Principles and practices of conflict resolution applicable to areas of assigned responsibility.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic and program planning applicable to an educational institution.
- Basic principles and practices of organizational improvement, equity and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Board Policies, Administrative Procedures, Human Resources procedures, and collective

Dean-English, Library, and Language Arts Division
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247363>

Downloaded On: Nov. 1, 2024 6:19pm

Posted Oct. 21, 2024, set to expire Nov. 3, 2024

bargaining agreements.

Skills and Abilities to:

- Plan, organize, direct and evaluate the programs and activities of the assigned academic instructional division.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Analyze and make sound recommendations on complex instructional and administration issues.
- Work collaboratively with District deans, directors, managers and the community and provide expert advice and counsel to develop solutions to complex issues.
- Lead and participate in monitoring and assessing student learning and success outcomes and student equity measures.
- Contribute to District-wide institutional effectiveness efforts in planning, program review, accreditation, outcomes assessment and financial stewardship with the overall intent of actively supporting the achievement of District goals, campus-wide needs and the healthy functioning of governance, management and other systems.
- Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively, both orally and in writing.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Represent the District effectively in dealings with representatives of funding agencies and other college and community partners
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- A valid California driver's license and the ability to maintain insurability under the College's vehicle insurance program.

Dean-English, Library, and Language Arts Division
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247363>

Downloaded On: Nov. 1, 2024 6:19pm

Posted Oct. 21, 2024, set to expire Nov. 3, 2024

Additional Information

APPLICATION PROCESS

Required for submission:

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (copies, photos, and downloads are acceptable). Foreign transcripts must be evaluated for U.S. equivalency and translations are at the applicant's expense - [click here](#) for more information

Please note: All application materials must be received by 11:59 pm on the closing date indicated above.

Official Transcripts

As part of the onboarding process, you are expected to submit official college transcripts within 30 days of hire.

Attention Applicants

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee.* Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**

Questions? Concerns? Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

Selection Procedure

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of



Dean-English, Library, and Language Arts Division
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247363>

Downloaded On: Nov. 1, 2024 6:19pm

Posted Oct. 21, 2024, set to expire Nov. 3, 2024

Dean-English, Library, and Language Arts Division
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=247363>

Downloaded On: Nov. 1, 2024 6:19pm

Posted Oct. 21, 2024, set to expire Nov. 3, 2024

the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

Conditions of Employment

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [eVerify](#) employer.

EEO Statement

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

Accommodations

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at cabrillohr@cabrillo.edu.

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4693055/dean-english-library-and-language-arts-division>

Contact Information

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

Contact

Bela Division Office
Cabrillo College

,