

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247766>

Downloaded On: Oct. 31, 2024 11:31pm

Posted Oct. 28, 2024, set to expire Nov. 18, 2024

Job Title	Dean
Department	Student Development
Institution	San Diego Community College District San Diego, California
Date Posted	Oct. 28, 2024
Application Deadline	11/18/2024
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: 11/18/2024

Position Number: 007424

Location: San Diego Mesa College

Position Type:

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Academic

The Position:

Posting Details (Default Section)

Closing Date: 11/18/2024 Open Until Filled No Classification Title Dean Working Title Dean of Student Development Recruitment Limits 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: 007424 FLSA Status Exempt (does not accrue overtime) Bargaining Unit Management Range 6 Position Type Academic Department Student Development 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.

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Applications are now being accepted for the position of Dean of Student Development for Spring 2025 at San Diego Mesa College.

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

- Provide leadership for faculty and classified professionals whose principal functions are to provide instruction, advisement and services to students
- Initiate program development and work directly with department chairs and directors to plan for curriculum additions, modifications and deletions
- Set priorities for resource needs
- Provide program analysis and multi-range instructional planning
- Lead Student Services further down the path of equity by understanding the needs of our disproportionately impacted students
- Maintain current knowledge of new developments and innovations in community colleges and higher education and recommend changes to maintain relevance of the division programs and services and to meet student and community needs
- Direct the evaluation of facilities and equipment and recommend improvements
- Communicate and interpret program objectives and offerings to potential students, other two-year and four-year institutions, community organizations, students, staff, instructors and others
- Screen, interview, select, assign, supervise and evaluate faculty and classified professionals; plan, coordinate and provide orientation and professional learning
- Prepare assignments and schedules; assign work location in accordance with established district policy
- Develop annual budget recommendations according to established procedures; monitor and control assigned program budgets; initiate special fund requests
- 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
- Prepare reports and make presentations as necessary; assure the preparation, distribution and maintenance of required reports, records and files
- Coordinate and facilitate the resolution of student, instructor and staff conflicts, complaints and grievances
- Perform related 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:

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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 **The following competencies, knowledge and skills are desired:**

- Demonstrated experience providing leadership for student services programs designed to enhance the probability of success (such as college personal growth skills classes, Counseling Career and Transfer services and specially funded programs for special populations, graduation evaluations and matriculation, student support and student success).
- Demonstrated knowledge of and experience with supervising student success programs.
- Demonstrated ability to integrate student services and instructional services to achieve the college mission.
- Demonstrated ability to effectively organize and coordinate projects/programs designed to promote student success in a post-secondary institution.
- Demonstrated experience in and knowledge of higher education integrated planning, program review and accreditation.
- Demonstrated experience supervising, evaluating and providing leadership to counseling faculty and support staff in a post-secondary institution.
- Demonstrated ability to manage complex budgets and projects
- Knowledge of and experience in the use of computer applications for the delivery of student services.
- Ability to develop and maintain partnerships with secondary schools, 4-year colleges/universities and community-based organizations.
- Demonstrated ability to communicate effectively orally and in writing.
- Experience working with diverse student groups, including those with different levels of academic preparation, physical abilities and learning abilities.
- A personal commitment to cultural proficiency and demonstrated ability to work effectively with a very diverse student body.

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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.
- Current trends outside program which affect program.
- 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.
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Training and Experience:

- Any combination of training and experience equivalent to: qualification for a California Community College Supervisor Credential and three years of increasingly responsible and directly related management or supervisory experience in an institution of higher education.
- Both of the following: (a) Master's degree; AND (b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

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:** 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 consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, 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. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Submit a cover letter that demonstrates that you possess the desired qualifications listed in this

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- announcement (3 pages maximum);
3. Submit unofficial copies of all graduate transcripts;
 4. Submit a Curriculum Vitae or resume;
 5. List three (3) professional references within the application; AND,
 6. List any professional certificates completed in the last 3 years.
 7. Foreign Degree Evaluation (required if applicable).
 8. License/Certificates/Credentials (if applicable).

Tentative Timeline (Subject to Amendments) 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 AC01086 Indicate budget number(s)

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Licenses:

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.

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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.



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Contact

Student Development

San Diego Community College District

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