

Interim Associate Dean, Human Services and Technology  
Division  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249129>

Downloaded On: Nov. 19, 2024 10:37am

Posted Nov. 18, 2024, set to expire Dec. 2, 2024

<b>Job Title</b>	Interim Associate Dean, Human Services and Technology Division
<b>Department</b>	Human Services & Technology
<b>Institution</b>	Rancho Santiago Community College District Santa Ana, California
<b>Date Posted</b>	Nov. 18, 2024
<b>Application Deadline</b>	12/02/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Dean
<b>Academic Field(s)</b>	Administration - Executive
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**Job Description**

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**Interim Associate Dean, Human Services and Technology Division**

**Rancho Santiago Community College District**

**Salary Range:** Grade D: \$158,254.35 - \$212,075.96

**Job Type:**

**Job Number:**



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AC24-01062

**Location:** Santa Ana, CA

**Division:** SAC Human Services & Technology

**Closing:** 12/2/2024 5:00 PM Pacific

### Job Description

**GENERAL RESPONSIBILITIES** Responsible to the designated administrator for all aspects of the instructional programs of the division, including apprenticeship programs, career education, and economic and workforce development; also performs other duties and special projects as assigned.

**SPECIFIC RESPONSIBILITIES DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL AND CAREER PROGRAMS** Responsible for assigned aspects of the division's programs, which may include recruiting, marketing, curriculum, scheduling, equipping, evaluating, staffing, funding, evaluation, negotiation of training facilities contracts, planning, and the procurement and administration of programs and courses under vocational contract with outside agencies; admissions, graduation and compliance with and reporting of certification requirements; approves curriculum development proposals, course outlines, and instructional materials; supervises the effectiveness of programs, activities and services and their responsiveness to the needs of a culturally diverse community; recommends and implements written District policy and regulations; supervises program and personnel compliance with applicable laws and regulations; maintains related records and submits related reports. **PERSONNEL** Responsible for, or effectively recommends, the hiring, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, direction and evaluation of work, and adjustment of grievances of all assigned staff; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with written District policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified. **STUDENTS** As assigned, responsible for the discipline of students, resolution of grievances and complaints, and the maintenance of student records. **PLANNING** Responsible for the planning, delivery, funding and evaluation of all functions, programs, activities, staff and services in areas of responsibility. Assists Dean in long-range planning for the division leadership and vision on the integration of learning resources as they support the teaching, learning and administrative activities of the college.

**COMMUNITY CONTACT/REPRESENTATIVE** Must be a highly visible educational leader seeking

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positions of significant leadership in community institutions and support organizations and on state boards and committees to articulate, enhance and improve District programs and services and reputation on the state and national levels. **OTHER PROFESSIONAL RESPONSIBILITIES**  
Responsible for advising, chairing and supervision of service area, college and District committees and task forces, including coordination as appropriate with administrative colleagues district wide. Represents the college on professional organization related to area of responsibility.

### **ESSENTIAL FUNCTIONS**

1. Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; has substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy, and related reports.
2. Resolves student complaints, problems, and conflicts; analyzes, applies, and explains laws, regulations and policies regarding services provided; and maintains related records and reports.

### **Job Qualifications**

#### **MINIMUM QUALIFICATIONS**

**Minimum Qualifications:** A Master's degree and at least one year of supervisory or administrative experience in a diverse, multi-discipline environment; or a valid California Administrative or supervisory Credential authorizing service at the community college level, or equivalent.

**Required Skills:** Ability to resolve conflicts and solve problems, identify opportunities to improve programs; evaluate programs and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and represent the District at community, state, and national levels.

**Additional Qualifications:** Three years of progressively responsible experience in career education, CTE Transitions, economic and workforce development, or administration of an apprenticeship program. Ability to develop and implement grant programs and follow-up reporting. Knowledge of career education funding sources and requirements.

#### **ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The

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District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

### **APPLICATION PROCESS**

**Application Screening**In addition to the requirements and responsibilities listed, the following criteria (as appropriate) may be considered in selecting candidates:

1. Education experience breadth and depth.
2. Work experience breadth and depth.
3. Demonstrated leadership capabilities.
4. Program development.
5. Community involvement.
6. Demonstrated experience in working with a diverse socio-economic community.
7. Demonstrated ability to work cooperatively with others.

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview.

Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

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A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants.

**Application Procedures** To ensure full consideration, all applicants must submit a complete online Rancho Santiago Community College District application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

**A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

**Disability Accommodations**

Individuals who require reasonable accommodations in the Application or Interviewing Process in accordance with ADA should notify the Recruitment Office in the Human Resources Division at least two days prior to the closing date, by calling (714) 480-7455.

**Foreign Degrees**

Transcripts from countries other than the United States must be evaluated by an agency that is approved by or a member of the National Association of Credentials Evaluation Service (NACES) or the Association of International Credential Evaluators, Inc. (AICE), or Commission on Teacher Credentialing (CTC).

**Conditions of Employment** The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.



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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4730366/interim-associate-dean-human-services-and-technology-division>

### Contact Information

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

### Contact

Human Services & Technology  
Rancho Santiago Community College District

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