

Instructional Dean
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=251829>

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Posted Jan. 20, 2025, set to expire Feb. 9, 2025

Job Title	Instructional Dean
Department	Career and Technical Education
Institution	Central Oregon Community College Bend, Oregon
Date Posted	Jan. 20, 2025
Application Deadline	02/09/2025
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Administration - Undergraduate Education
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Job Description

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Instructional Dean

Position Number: B217PD

Starting Wage/Salary: \$91,000 - \$110,000 plus exceptional benefits.

Close Date: 02/09/2025

Primary Purpose:

In this position, you will lead academic programs in Career & Technical Education, some transfer, and instructional support areas while fostering excellence, supporting student success through innovative

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programming and building partnerships that promote equitable education both within the college and throughout the community.

Essential Duties and Responsibilities:

No two days are the same in this role, but here are some broad activities in which you will be engaged:

- You will lead academic departments by ensuring alignment with the College mission, overseeing program development, maintaining accreditation standards, and managing Perkins funding while fostering innovation and community partnerships.
- You will direct personnel management including hiring, evaluation, supervision, and professional development of faculty and staff, while supporting promotions and tenure processes and collective bargaining compliance.
- You will oversee administrative functions including course scheduling, budget management, grant development, and representation on various college committees and councils at local, regional, and national levels.
- You will drive student success by facilitating high-quality instruction, leading assessment practices, conducting classroom observations, and coordinating with department chairs to address student concerns.
- You will promote an inclusive environment by modeling cultural competency, ensuring ADA compliance, advocating for diverse perspectives, and supporting student services from orientation through career planning.
- You will collaborate with a dynamic and focused dean team and Vice President of Academic Affairs who prioritize faculty and student success.

Knowledge, Skills, and Abilities:

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Effective and positive collaboration in a team environment, actively participating in group decision-making, communicating openly, and supporting the team in its work toward common goals
- Strong commitment to shared governance and to serving as an advocate for faculty, staff, and diverse student learners within institutional policies, practices, and strategic directions.

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- Demonstrated commitment to the concept, values, and ideals of a comprehensive community college and to teaching excellence and standards of quality in all areas of instruction and instructional support.
- Demonstrated ability to manage personnel, budgets, and instructional resources; familiarity with regional accreditation standards, with specialized accreditation, certification, and licensure requirements.
- Proven record of leadership in outcomes assessment and data-driven decision making
- Ability to work cooperatively with, and contribute to, a diverse workplace through ideas or experience.

Minimum Requirements:

Education

- Masters Degree in a discipline related to the mission and programs of the college.

Experience

- Two (2) years college teaching experience as a full-time faculty member or closely related equivalent.
- Two (2) years administrative experience in an academic setting.
- Two (2) years of successful leadership experience within a complex organization, including supervision of staff.

Preferred Qualifications:

Education

- Earned doctorate or terminal degree from a regionally accredited institution.

Experience

- Experience as a dean, chair, or program director in an academic setting;
- Administrative experience and/or supervision of both Transfer and Career and Technical Education programs in an accredited community college.

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To apply, visit <https://jobs.cocc.edu/postings/11024>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

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

Contact

Career and Technical Education



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