

Acting Director, Special Programs (Dual Enrollment)
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253889>

Downloaded On: Mar. 4, 2025 5:01pm

Posted Mar. 3, 2025, set to expire Mar. 14, 2025

Job Title Acting Director, Special Programs (Dual Enrollment)
Department Academic Affairs
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Mar. 3, 2025

Application Deadline 03/14/2025

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - Other

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Job Description

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Acting Director, Special Programs (Dual Enrollment)

Rancho Santiago Community College District

Salary Range: Grade H: \$119,849.49 - \$160,617.63

Job Type:

Job Number: CL25-01126



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Location: Santa Ana, CA

Division: SAC Academic Affairs

Closing: 3/14/2025 5:00 PM Pacific

POSITION DETAILS

About Rancho Santiago Community College District

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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 district includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, the 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.

RSCCD's student population is a direct reflection of the diverse communities in the surrounding neighborhoods. As a whole, the district has the honor of serving approximately 55,537 students: 51% Hispanic/Latinx, 20% White, 9% Asian & Filipino, and 2% are African American. RSCCD is a proud Hispanic Serving Institution (HSI) and serves predominately historically underrepresented students. There is a commitment to foster student centered values among our employees to provide equitable student learning, academic excellence, and workforce development. By delivering high-quality educational programs and student support services, the district ensures that students have the appropriate resources to achieve their goals.

At RSCCD, our mission is to integrate diversity, equity, inclusion, accessibility, and justice into all aspects of student academics and employee relations. Thus, creating transformational experiences that prepares students and employees to engage in the world with a renewed sense-of-self. Through this commitment, Rancho Santiago Community College District strives to cultivate a learning environment that prioritizes respect, to ensure that RSCCD stakeholders feel valued and supported throughout their academic and professional careers.

About the Position

The ideal candidate will demonstrate cultural competency in serving diverse community college populations, including faculty, classified staff, and students from varied ethnic, racial, cultural, and socioeconomic backgrounds. This includes those with differing abilities, AB 540 students, DACA recipients, Foreign Residents, VACA participants, and Continuing Education students. They will support RSCCD's mission to promote self-awareness, knowledge, and communication skills, enabling all members of the college community to participate creatively and confidently in an ever-changing world.

Candidates will foster an inclusive and collaborative institutional culture that engages and supports

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faculty, classified staff, and students in achieving the college's mission and goals. The candidate should demonstrate the ability to lead and manage teams effectively while addressing the unique needs of diverse individuals within the organization. They should exhibit sensitivity, equity-mindedness, and a commitment to anti-racism in their decision-making and interactions. Through strategic leadership and inclusive practices, they will empower students to reach their educational and career aspirations while ensuring faculty and classified staff are supported in fostering a creative, confident, and thriving community college environment.

Class Summary

Has overall responsibility to a designated administrator for the supervision and administration of a specially funded program, including all assigned personnel and participants, all related records and reports; performs other duties and responsibilities as assigned.

Representative Duties

Designs, implements, coordinates, and directs activities related to specific projects. Analyzes data in relation to policy questions and study purposes; creates statistical tables and graphic displays. Writes comprehensive reports and makes oral presentations explaining research findings, implications, and applicability. Has overall supervision and day-to-day oversight of specially funded initiatives, as appropriate; assists in recruiting and selecting staff in all areas under direct supervision; provides for in-service training; supervises and evaluates staff, program functions and activities; responsible for the timely and accurate review and preparation of budget documents, including monthly expenditure reports and such documents and summaries as required by the funding source; has substantial responsibility for reporting, including program accountability reports and for seeking additional and alternative funding for programs and activities; responsible for the development and implementation of project goals, objectives, and activities associated with program operations, including but not limited to: planning seminars, training activities, workshops, orientations, public relations and recognition events, as well as for the documentation and evaluation of project activities and outcomes as measured against stated goals and objectives in final proposal, if applicable; supervises the recruitment, orientation, and on-going participation of individual program participants, their organizational sponsors or mentors, as appropriate, and provides overall support necessary to establish a new community-oriented support services program; successfully implements and institutionalizes project activities; responsible for establishing collaborative partnerships with community-based and other local organizations, public and private groups, State and national entities and affiliates to further project goals and objectives and meet critical student and/or community needs; provides substantial leadership and support to committees directly linked to service areas, including special program



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steering and advisory committees, district-wide committees or task forces.

Organizational Relationships

This class reports to senior administrations and supervises all staff in areas of direct responsibility.

Knowledge and Abilities

Good Knowledge of: principles of supervision and management, record keeping, accountability, and thorough program documentation; research design and methods.

Knowledge of: state education code and district rules, regulations, and policies relating to the district's operation and administration, as well as state and federal rules, regulations, and policies.

Ability to: plan and implement programs; develop and manage budgets; design and administer research studies: write clear and concise complex documents; compile reports; work cooperatively with other employees and the public; establish positive and effective relationships; communicate effectively in writing and speech; comprehend and interpret financial statements; analyze situations and make appropriate decisions; supervise the work of others.

QUALIFICATIONS

Education and Experience

Any combination of education and/or experience equivalent to a bachelor's degree plus three years of related experience in project management. Experience involving work with community groups and governmental entities, documentation of program activities, and budget administration.

Additional Qualifications

Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of community college students, staff, and the community.

APPLICATION PROCESS

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

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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

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).

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.

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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

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.

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.

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.

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



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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.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4851803/acting-director-special-programs-dual-enrollment>

Contact Information

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

Contact

Academic Affairs
Rancho Santiago Community College District

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