

Associate Dean, Criminal Justice Academies
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254851>

Downloaded On: Apr. 2, 2025 5:13am

Posted Mar. 25, 2025, set to expire Apr. 18, 2025

Job Title Associate Dean, Criminal Justice Academies
Department Human Services & Technology
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Mar. 25, 2025

Application Deadline 04/18/2025

Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Administration - Academic Unit

Apply Online Here <https://apptrkr.com/6097887>

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Job Description

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Associate Dean, Criminal Justice Academies

Rancho Santiago Community College District

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

Job Type: Full Time

Job Number: AC25-01147

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Location: Tustin, CA

Division: SAC Human Services & Technology

Closing: 4/18/2025 5:00 PM Pacific

POSITION DETAILS

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 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.

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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 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.

General Responsibilities

Responsible to the Dean, Human Services & Technology for the planning, development, delivery, staffing and evaluation of Criminal Justice Academies programs and services; performs other duties as assigned.

Specific Responsibilities

Development and Delivery of Instructional and Career Education Programs

Overall responsibility for all aspects of Criminal Justice Academies programs including planning, development, delivery, recruiting, marketing, curriculum, scheduling, equipping, staffing, funding, evaluation; negotiation of contracts including Instructional Service Agreements, training facilities contracts, vendor contracts, and partnership agreements; planning, development, and supervision of the Criminal Justice Training Center; admissions, graduation and compliance with and reporting of certification requirements; approval of curriculum proposals, course outlines, and instructional materials; supervising the effectiveness of all programs, activities and services and their responsiveness to the needs of a culturally diverse community; implementation of District policy and regulations, supervises program and personnel compliance with applicable laws and regulations; maintains records and submits reports; represents Santa Ana College with the Orange County Sheriff's Department (OCSD) Training staff as well as other participating law enforcement agencies, and Peace Officer Standards and Training (POST); works with OCSD and other law enforcement agencies to

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ensure proper scheduling of all courses/academies in appropriate facilities and in a timely manner in accordance with POST accreditation standards; projects and monitors the annual production of FTES as a result of academy/course operations; projects and monitors costs related to academy/course operations; assists in the Basic Academy selection process of non-affiliated academy students and monitors the progress of those students throughout the academy; advises individuals interested in a law enforcement career.

Identifies contract training opportunities, interviews prospects and develops proposals for contract education and funding; oversees the design, delivery, staffing, funding and evaluation of instruction to public and private safety entities pursuant to contracts; reviews programs for compliance with applicable laws, regulations, District policies and procedures; is responsive to the needs of a culturally diverse community in order to increase access to college programs.

Personnel

Responsible for or effectively recommends the hiring, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, direction, evaluation and adjustment of grievances of all assigned staff; ensures compliance with district policies, rules, regulations, and collective bargaining agreements; monitors all personnel related to Criminal Justice Academies operations to insure proper processing and payment for services rendered.

Students

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance, the resolution of student problems and complaints, and the maintenance of student records; identifies community needs for courses, and negotiates contracts for providing instruction and training within the parameters of written delegated authority.

Budget/Funding

Responsible for timely and accurate preparation, submission and administration of budgets; collects revenues, maintains accurate records and prepares required reports; identifies and secures funding for programs and prospects for services provided under contract.

Planning

Responsible for evaluating potential offerings, opportunities, and means of maximizing instructional contract capabilities to public and private entities; analyzes demographics and proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials.

Community Contact/Representative

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Maintains highly visible presence with public safety agencies including, but not limited to, attendance at the Orange County Training Managers meetings, Reserve Officer Coordinator meetings and semi-annual POST consortium meetings. Represents the District on local and state levels on matters related to the position to enhance Criminal Justice Academies training opportunities for the District.

Other Professional Responsibilities

Responsibility for chairing and supervision of discipline advisory committees, district committees and task forces.

Essential Functions

- A. Supervises all aspects of the planning, budget, supervision, staffing, curriculum, scheduling, instruction, enrollment management, projections, and evaluation of the Criminal Justice Academies, Advanced Officer Training, and Instructional Service Agreement courses and training.
- B. Identifies and accurately analyzes needs and opportunities to market programs; aggressively markets, provides proposals and secures Instructional Service Agreements for courses and programs; coordinates the development of curriculum, staffing and evaluation of courses to be provided pursuant to agreements. Supervises administration of agreements and reviews curriculum, staffing, delivery and evaluation of these programs.
- C. Performs or supervises the performance of all personnel functions for assigned staff.
- D. Ensures compliance with California Education Code, Title 5 Regulations, accreditation standards, District policies and other state laws, regulations, and standards applicable to the discipline.

QUALIFICATIONS

Minimum Qualifications: Possession of a master's degree; and, one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment. Must met certification requirements to instruct in the Regular Basic Course as defined in POST Regulation 1009 within six months of employment.

Preferred Qualifications: At least six years of full time management experience in law enforcement, corrections, probation or parole at the command level (Commander, Captain or Chief).

Required Skills: Ability to assess public safety training and educational needs and opportunities, to convincingly market and close contract, supervise the preparation, quality, evaluation and staffing of programs and courses, resolve conflicts, make public presentations, supervise assigned staff, and

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effectively represent the District's interest at the local and state levels.

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 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)

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.

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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

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.

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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.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4878452/associate-dean-criminal-justice-academies>

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