

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254953>

Downloaded On: Apr. 1, 2025 11:56pm

Posted Mar. 27, 2025, set to expire Apr. 25, 2025

Job Title	Dean
Department	School of Behavioral & Social Sciences and Consumer & Family Studies
Institution	San Diego Community College District San Diego, California
Date Posted	Mar. 27, 2025
Application Deadline	04/25/2025
Position Start Date	Available immediately
Job Categories	Dean
Academic Field(s)	Health Sciences Administration - Undergraduate Education Social Sciences - Other Social Sciences - Sociology Social Sciences - Psychology
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Job Description

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Closing Date:

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4/25/2025

Position Number: 003417

Location: San Diego City College

Position Type: Academic

The Position:

Posting Details (Default Section)

Closing Date: 04/25/2025 Open Until Filled Yes Classification Title Dean Working Title Dean of Behavioral & Social Sciences and Consumer & Family Studies Recruitment Limits Location San Diego City College Pay Information Range 6 (\$10,725.84 - \$17,471.26) per month based on the current [Management salary schedule](#)

Initial salary placement is commensurate with related experience and promotional rules. 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. 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 Job Duration 12 Months Position Number: 003417 FLSA Status Exempt (does not accrue overtime) Bargaining Unit Management Range 6 Position Type Academic Department School of Bhv/Soc Sci, Cons & Fam Studies

The Position

Applications are now being accepted for the position of Dean, School of Behavioral & Social Sciences and Consumer & Family Studies at San Diego City College. One of three colleges in the San Diego Community College District, City College is an urban campus dedicated to the precepts of Social Justice, Diversity, Equity, and Inclusion. City College provides academic and vocational offerings to meet the needs of a diverse student population. The college is minutes away from the world-class San Diego Zoo, Balboa Park, and Chicano Park. While the current vacancy is at City College, applicants should understand that they are subject to assignment at any District facility at the option of the

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Chancellor.

The Position

The Dean for the School of Behavioral & Social Sciences and Consumer & Family Studies reports to the Vice President of Instruction and is responsible for planning, organizing, directing, and evaluating high quality instructional and co-curricular programs in close cooperation with department chairs and in compliance with Title 5 guidelines regarding faculty purview in academic and professional matters. This includes the coordination and supervision of class schedules and faculty teaching assignments, curriculum development, staff development, and budget oversight. The dean is involved in the hiring and evaluation of academic and classified professionals/staff. The dean is expected to establish and maintain connections with relevant and professional organizations, as well as participate in college governance and decision-making.

Currently the School of Behavioral & Social Sciences and Consumer & Family Studies includes the following disciplines: Alcohol & Other Drug Studies, Anthropology, Conflict Resolution, Gender Studies, Human Services/Social Work, Psychology, Sociology, Black Studies, Chicana/Chicano/Chicanx Studies, Native American and Indigenous Studies, Child Development, History, Political Science, and Public Administration. There are also internships and work experience programs within the school, and this position is a primary contact for the Honors Program.

Major Responsibilities

The candidate must be able to successfully handle the following duties and responsibilities:

- Plan, organize, coordinate, manage, and evaluate an assigned instructional or instructional support program in accordance with legal requirements, District policies, collective bargaining agreements, and sound instructional/guidance principles and practices in support of San Diego City College's mission and values. Works in a shared governance environment.
- Establish overall objectives and plans; initiate and participate in short- and long term program planning; assess needs for new programs/services and facilitate their development and implementation in accordance with established approval guidelines and budgets.
- 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.
- Coordinate the process of screening, interviewing, selecting, supervising, and evaluating faculty and staff;
- Coordinate assignment of faculty and staff according to qualifications, scheduling requirements,

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- and established workload standards in accordance with established District policy.
- Plan, coordinate, and provide orientation and in-service education for the professional development of assigned staff.
 - Develop annual budget recommendations according to established procedures; monitor and control assigned program budgets; initiate special fund requests.
 - Serve as a member of District, site, or other committees and task forces; maintain liaison with other sites and District administration to assure proper coordination of activities; promote sharing of ideas and communication of successful operating practices with others in similar positions inside and outside the District.
 - Represent the District and participate at the local, State, and national levels in organizations and activities that improve, promote, and publicize District instructional/instructional support programs.
 - 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, including grant management.
 - 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.
 - Collaborate with faculty and Chairs to review and evaluate curricula to recommend changes as needed.
 - Participation in the college's accreditation process.
 - Develop and coordinate instructional services in support of matriculation and student services; Approve the selection of visual aids, and other instructional materials; direct course approval applications for submission to the District and the State Chancellor's Office.
 - Direct the review and revision of materials for the college catalog related to assigned instructional area(s).
 - Ensure that the design, development, and implementation of instruction support and fulfill the campus' mission of meeting the needs of a racially, ethnically, and culturally diverse student population.
 - Promote and support efforts to increase the diversity of faculty and staff.
 - Ensure the observance and implementation of Title 5 guidelines regarding faculty purview in academic and professional matters.
 - Perform related duties as assigned.

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

- Evidence of strong written and verbal communication skills.
- Knowledge of, and experience with, the content and critical issues facing the disciplines in the School of Behavioral & Social Sciences and Consumer & Family Studies.
- Experience in teaching and/or training techniques and directing academic and vocational education programs
- Knowledge of economic development issues related to the School of Behavioral & Social Sciences and Consumer & Family Studies.
- Experience in planning, organizing, evaluating, and implementing projects working with diverse faculty, staff, and students.
- Current knowledge and practice in computer skills.
- Experience with curriculum development.
- Experience with enrollment management.
- Evidence of efforts to support faculty and staff development.
- Evidence of successful management ability, effective interpersonal skills, and leadership ability necessary to provide innovative directions to the School of Behavioral & Social Sciences and Consumer & Family Studies in a shared governance environment.
- Experience working collaboratively in an environment of shared and participatory governance and collective bargaining agreements
- Experience with a broad range of socioeconomic, cultural, and ethnic backgrounds, including those with different levels of academic preparation and varying physical and learning abilities, consistently applying methods and practices that promote equity.

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 online application. Licenses/Certificates/Credentials: Possession of a lifetime California Community College Chief Administrative Officer Credential

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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.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures 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. Cover Letter;
3. Current Resume or CV;
4. Unofficial Transcripts (Undergraduate and Graduate); AND,
5. Four (4) to six (6) references listed within the application.
6. Foreign Degree evaluation (Required, if applicable).
7. California Community College Supervisor Credential (If applicable).

Tentative Timeline (Subject to Amendments) Screening: April 17 - April 23

Interviews: May 12 - May 14

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);

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- 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 AC01114 Indicate budget number(s)

Major Responsibilities:

The candidate must be able to successfully handle the following duties and responsibilities:

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- and four-year institutions, community organizations, students, staff, instructors and others.
- Coordinate the process of screening, interviewing, selecting, supervising, and evaluating faculty and staff;
 - Coordinate assignment of faculty and staff according to qualifications, scheduling requirements, and established workload standards in accordance with established District policy.
 - Plan, coordinate, and provide orientation and in-service education for the professional development of assigned staff.
 - Develop annual budget recommendations according to established procedures; monitor and control assigned program budgets; initiate special fund requests.
 - Serve as a member of District, site, or other committees and task forces; maintain liaison with other sites and District administration to assure proper coordination of activities; promote sharing of ideas and communication of successful operating practices with others in similar positions inside and outside the District.
 - Represent the District and participate at the local, State, and national levels in organizations and activities that improve, promote, and publicize District instructional/instructional support programs.
 - 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, including grant management.
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 - Coordinate and facilitate the resolution of student, instructor, and staff conflicts, complaints, and grievances.
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Qualifications:

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Desired Qualifications:

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- Experience in teaching and/or training techniques and directing academic and vocational education programs
- Knowledge of economic development issues related to the School of Behavioral & Social Sciences and Consumer & Family Studies.
- Experience in planning, organizing, evaluating, and implementing projects working with diverse faculty, staff, and students.
- Current knowledge and practice in computer skills.
- Experience with curriculum development.
- Experience with enrollment management.
- Evidence of efforts to support faculty and staff development.
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- Experience working collaboratively in an environment of shared and participatory governance and collective bargaining agreements
- Experience with a broad range of socioeconomic, cultural, and ethnic backgrounds, including those with different levels of academic preparation and varying physical and learning abilities, consistently applying methods and practices that promote equity.

Licenses:

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Possession of a lifetime California Community College Chief Administrative Officer Credential

Pay Information:

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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.

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Contact Information

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

Contact

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