

Dean
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=255653>

Downloaded On: Apr. 19, 2025 3:39pm

Posted Apr. 11, 2025, set to expire May 9, 2025

Job Title Dean
Department ESL Services
Institution San Diego Community College District
San Diego, California

Date Posted Apr. 11, 2025

Application Deadline 05/09/2025

Position Start Date Available immediately

Job Categories Dean

Academic Field(s) Administration - Student Affairs
Administration - Other

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Job Description

Image not found or type unknown

Dean

San Diego Community College District

Closing Date: 5/9/2025

Position Number: 007648

Location: Continuing Education

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Position Type: Academic

The Position:

Posting Details (Default Section)

Closing Date: 05/09/2025 Open Until Filled No Classification Title Dean Working Title Dean of English as a Second Language and Citizenship Recruitment Limits Location Continuing Education 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 FTE Job Duration 12 Months Position Number: 007648 FLSA Status Exempt (does not accrue overtime) Bargaining Unit Management Range 6 Position Type Academic Department ESL Services The Position From San Diego College of Continuing Education President Dr. Tina M. King:

Established in 1914, San Diego College of Continuing Education (SDCCE) is among the oldest and largest noncredit institutions in the nation, serving approximately 20,000 students annually at seven campuses across the city of San Diego, at various community locations, and online. As the adult education arm of the San Diego Community College District, our students are among the most diverse in California-culturally, ethnically, and educationally-and our college is proud to be playing a preeminent role in alleviating poverty in our community.

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to for-credit colleges. Our programs are specialized to address essential areas of adult education and workforce development, including short-term career training in priority industry sectors; English as a Second Language; basic skills; an Emeritus program for those 55 years old or older; and Disability Support Programs and Services. The San Diego College of Continuing Education's career training programs alone contribute a quarter-billion dollars to the San Diego regional economy each year. San Diego

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College of Continuing Education was one of the first noncredit institutions in the U.S. to be separately accredited by the Western Association of Schools and Colleges (WASC), recognized for its impactful community presence, innovative programs, and commitment to transforming lives through accessible education and career pathways.

At San Diego College of Continuing Education, we are committed to the principles of equal employment opportunity and to hiring qualified applicants who are dedicated to student learning and success. Joining SDCCE means becoming part of a dynamic team that is deeply committed to providing accessible, high-quality education to a diverse community. Candidates who believe that they can demonstrate this commitment are encouraged to apply.

To learn more, please visit:

Mission Statement: <https://sdcce.edu/about/mission-statement>

You Belong: <https://sdcce.edu/organization/you-belong>

President's Office: <https://sdcce.edu/organization/president>

Under the direction of the Vice President of Instructional Services, the Dean plan, organize and direct the English as a Second Language (ESL) and Citizenship Program at the San Diego College of Continuing Education's Mid City Campus located in City Heights. Although this program is headquartered at our Mid City campus, courses are offered at all seven of our locations and in the community, with existing and thriving community partnerships. Our ESL program enrolls nearly 40-50% of all of our students and serves a large population of immigrants and refugees from all over the world.

Dean positions may supervise staff directly or through first-line supervisors, such as Associate Deans.

Please note that an employee may be transferred to any site at the option of the Chancellor.

Major Responsibilities

Example of Duties

1. Plan, organize, coordinate, manage, and evaluate an assigned instructional or instructional support program in accordance with legal requirements, district policies, and sound instructional/guidance principles and practices.
2. Establish overall objectives and plans; initiate and participate in overall program planning; assess needs for new programs/services and facilitate their development and implementation in accordance with established approval guidelines and budgets.
3. Direct the evaluation of facilities and equipment and recommend improvements.
4. Communicate and interpret program objectives and offerings to potential students, other two-year

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- and four-year institutions, community organizations, students, staff, instructors, and others.
5. Screen, interview, select, assign, supervise, and evaluate regular and substitute faculty and staff; plan, coordinate, and provide orientation and in-service education for professional development of assigned staff.
 6. Prepare staff assignments and schedules; assign work location in accordance with established district policy.
 7. Develop annual budget recommendations according to established procedures; monitor and control assigned program budgets; initiate special fund requests.
 8. Serve as a member of district, site, or other committees and task forces; maintain liaison with other site 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.
 9. 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.
 10. 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.
 11. Prepare reports and make presentations as necessary; assure the preparation, distribution, and maintenance of required reports, records, and files.
 12. Coordinate and facilitate the resolution of student, instructor, and staff conflicts, complaints, and grievances.
 13. Perform related duties as assigned.
 14. Review and evaluate curricula and effect changes as needed with the advice of department chairpersons and faculty.
 15. Develop and coordinate instructional services in support of matriculation and student services.
 16. Advise and direct faculty members in designing and implementing special projects.
 17. Approve the selection of textbooks, visual aids, and other instructional materials.
 18. Direct course approval applications for submission to the District and the State Chancellor's Office.
 19. Assure the timely development of class schedules; direct the review and revision of materials for college catalogs related to assigned instructional area(s).
 20. Assign instructors according to qualifications, scheduling requirements, and established workload standards.

Qualifications

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MINIMUM QUALIFICATIONS

In compliance with policies adopted by the Board of Trustees, applicants for this position must show evidence of the following minimum qualifications:

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 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
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

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strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete online application;
2. Cover Letter;
3. Name and contact information of three (3) professional reference, one (1) of which must be a current or recent supervisor;
4. Resume or CV; AND,
5. Unofficial Transcripts (Undergraduate and Graduate).
6. Foreign Degree evaluation (Required, if applicable).
7. California Community College Supervisor Credential (If applicable).

Tentative Timeline (Subject to Amendments) Application Screening: Mid May

First Interview: Late May

Second Interview: Early June

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);
- 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](#)

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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 AC01116 Indicate budget number(s)

Major Responsibilities:

Example of Duties

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3. Direct the evaluation of facilities and equipment and recommend improvements.
4. Communicate and interpret program objectives and offerings to potential students, other two-year and four-year institutions, community organizations, students, staff, instructors, and others.
5. Screen, interview, select, assign, supervise, and evaluate regular and substitute faculty and staff; plan, coordinate, and provide orientation and in-service education for professional development of assigned staff.
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- maintenance of required reports, records, and files.
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Qualifications:

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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:

Licenses:

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.

Contact Information

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

Contact

ESL Services
San Diego Community College District

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