

Dean and Co-Chair, Bay Area Community College  
Consortium (BACCC)  
Cabrillo College

Direct Link: <https://www.AcademicKeys.com/r?job=261436>

Downloaded On: Aug. 21, 2025 1:03am

Posted Aug. 20, 2025, set to expire Sep. 9, 2025

<b>Job Title</b>	Dean and Co-Chair, Bay Area Community College Consortium (BACCC)
<b>Department</b>	Bay Area Community College Consortium/Instruction
<b>Institution</b>	Cabrillo College Aptos, California
<b>Date Posted</b>	Aug. 20, 2025
<b>Application Deadline</b>	09/09/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Dean
<b>Academic Field(s)</b>	Administration - Academic Unit Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6492752">https://apptrkr.com/6492752</a>
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**Job Description**

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**Dean and Co-Chair, Bay Area Community College Consortium (BACCC)**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Full-time (100%)

**Job Number:**

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2025-02040

**Closing:** 9/9/2025 11:59 PM Pacific

**Location:** Aptos, CA

**Department:** Bay Area Community College Consortium/Instruction

### Employment Opportunity

Cabrillo College is seeking a **Dean and Co-Chair, Bay Area Community College Consortium (BACCC)** who under general policy direction, plans, organizes, chairs and leads the 28-college Bay Area Regional Consortium (BACCC), one of seven regional consortia created and funded by the California Community Colleges Chancellor's Office to provide pathways to livable wage careers, close critical labor market gaps for livable wage jobs and ensure equity at each stage of our pathways; facilitates alignment of workforce development efforts across the region's economy; provides technical assistance in program and resource development to the regional colleges and oversees the fiscal resources from regional and statewide grants; and performs related duties as assigned.

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is a Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

### Why this opportunity is for you:

BACCC is committed to achieving the following goals.

1. Provide pathways that enable all Bay Area students to find employment and advance to livable wages;
2. Meet the needs of employers in the Bay Region for well-qualified candidates for positions that pay livable wages;
3. Ensure equity in participation, completion, and employment.

The successful candidate shares these goals and will bring relevant experience, knowledge and skills to the work of effectively engaging colleges, K-12 districts, adult schools, industry and other workforce development providers in achieving these goals.

### COMPENSATION AND BENEFITS:

**Salary:**

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Full-time administrative/management assignment (223-day work year), 12 months per year, Monday through Friday 8:00 a.m. - 5:00 p.m., with evenings and/or weekends as needed. Current **eight-step schedule ranges from \$142,541 to \$200,570 per year**. Salary placement is determined by documented education and experience. **A doctoral stipend of \$4,885 per year** is provided to eligible employees. Position scheduled to begin as soon as possible, pending continuation of categorical funding and Governing Board ratification. **Cabrillo is unable to sponsor work visas.**

**Benefits:**

Cabrillo College currently provides a generous benefit stipend for employees plus dependents that employees apply towards benefit selections for medical, dental, vision (optional) life, and short-term/long-term disability insurance provided at a share of cost on a pretax basis, CalSTRS Retirement and an employee assistance program (EAP). Depending on health plan selections, in many cases full-time employee net out-of-pocket for benefit premiums may be as low as \$0. *Please see the [Benefits link](#) on the HR webpage for more information.*

Educational administrators are required to join the State Teachers Retirement System (STRS) and as such must contribute 10.25% of their monthly salary to STRS on a pre-tax basis. Please see the Benefits [link](#) on the HR webpage for more information.

**Work-Life Balance:**

**This opportunity is a full-time assignment, 12 months per year.** [Cabrillo administrators](#) enjoy a **223-day work schedule, which equates to an average of 19 self-selected non-work days**, 19 set holidays, 3 individual responsibility days off annually, 12 days of sick leave accrue annually, 7 days of which can be used for Personal Necessity.

**Cabrillo's Commitment to Diversity:**

The ideal candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. As of 2024, 60% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (50%), Multi Ethnic (6%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2007, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

Cabrillo College has a tradition of collegial governance, and employees at all levels possess a long

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history of participatory governance in all levels of decision-making at the college. Cabrillo provides an excellent opportunity to learn, collaborate, create, and make a difference in the lives of its students and community.

Employees at Cabrillo College support quality programs and services to students that promote their diverse and evolving needs as they progress toward their individual educational goals. ***Come join us in our vision to improve the world, one student at a time!***

### Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, directs, controls, integrates and evaluates the work of faculty, managers and staff of the BACCC; directs and oversees the selection of staff; establishes performance requirements and professional development targets for direct reports; regularly monitors performance and provides coaching for performance improvement and development including performance evaluations; ensures accurate reporting of absence time; hears and acts on grievances; subject to concurrence by senior management and Human Resources, approves or takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.
- Provides day-to-day leadership and works with faculty and staff to ensure a high-performance, service-oriented work environment that supports achievement of the BACCC's mission, objectives and values; promotes workplace diversity, inclusion, cultural competency and a positive work environment.
- Provides support to reporting managers and administrators regarding disciplinary actions and grievances; approves related decisions.
- With co-chair and subordinate managers, plans, develops and implements infrastructure to support BACCC's and the Chancellor's Office implementation of the Strong Workforce Program and other workforce development initiatives; designs, builds and supports the usage of tools used for grant allocation and decision-making processes; designs policies, processes and procedures to develop regional and statewide plans and to distribute funds; develops methods and techniques to facilitate communication and collaboration between regional stakeholders; designs and supports processes, documents, technology and tools to report on fund distribution and usage.
- Through Regional Directors, supports collaboration, coordination and policy development across colleges to improve student outcomes and access to pathways; ensures regional academic

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program portfolio address labor market gaps and leads to living wage employment.

- Oversees the prioritization and development of multi-college, regional and sub-regional CTE programs serving a particular occupation, skill set or industry sector including curriculum development, professional development, distance / online learning platforms, and the acquisition and provision of technology.
- Facilitates the participation of business leaders, college administrators and faculty in regional workforce development committees and projects; develops collaboration opportunities and funding for multi-college/district, multi-stakeholder projects to develop scalable solutions for regional challenges and opportunities; monitors project implementation and results; makes adjustments as needed to ensure regional objectives are achieved.
- Acts as liaison with the District as the fiscal agent for BACCC; administers sub-grants and associated contracting and ensures accuracy of invoices and allocations; works with the District to minimize financial risk if a consortium college misuses funds; develops and monitors budget for BACCC operations.
- Plans, directs and facilitates the development, update and publication of the regional workforce development plan; conducts a variety of regional and sub-regional stakeholder conferences and meetings to gain input, obtain feedback and finalize plans; facilitates collaboration of educational providers and employers to align needs and resources.
- Through subordinate managers, plans and directs the request for allocation (RFA) process; convenes committees to evaluate RFAs including program objectives and curriculum, projected learning outcomes, resources needed and labor market needs; ensures efficiency and compliance of the sub-grant process including RFA evaluation, sub-grant allocation and contracting; ensures the effectiveness of sub-grant program implementation and the accuracy of fund accounting process and procedures; organizes and analyzes the decision-making process and labor market outcomes.
- Through subordinate managers, plans and directs the regional joint venture (RJV) process; develops and maintains platform to accept submissions and interested participants; oversees the voting system for colleges and works with committees to prepare selected RJV funding recommendations and funding levels; distributes funds and develops and manages tracking, reporting and progress of RJVs; ensures accurate and timely submission of mandated reporting.
- Represents the BACCC in the community and serves as regional point of contact to the Chancellor's Office; leads and participates in statewide data committees to improve grant allocation processes, procedures and technology.

## OTHER DUTIES

- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural,

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disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.

- Performs related duties as assigned.

### Minimum Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff; **AND**
- A master's degree from an accredited college or university in a relevant field of study; and three (3) years of increasingly responsible experience as an academic administrator or in a faculty leadership role; **OR**
- Meet the state minimum qualifications for an educational administrator, which include a master's degree and at least one (1) year of formal training, internship or leadership experience reasonably related to the administrative assignment; or California Community College credential authorizing administrative service at the community college level; **AND**
- Ten (10) years of progressively responsible experience involving workforce development and career technical education, preferably in a California community college, at least five (5) years of which were in a management capacity.

### Desirable:

- Experience as a department chair or Dean.

### [\\*Equivalency Application Form and Process link](#)

***Why would I complete the Equivalency Form when I am already completing an application and have a relevant degree?*** To determine whether your current education, or exact discipline, and/or experience is "equivalent," you must submit an Equivalency Form to initiate a review by the Equivalency Committee at Cabrillo College and so that your application can move forward and be considered by the search committee.

**Please note the Equivalency Committee will consider only those applicants who formally request equivalency consideration**



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by submitting the Completed Equivalency Form with their application by the closing date stated in the job announcement. Be sure to attach detailed evidence such as unofficial transcripts and/or other certifications that support the equivalency.

***Still working on completing your degree?*** Applicants currently working on the required degree(s) for the position are encouraged to apply with the understanding that they must complete the Equivalency Form and attach supporting documentation with their application.

For additional information, please review our [Applicant FAQ's here](#).

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Advanced principles, practices, methods and techniques of program, administrative and design applicable to regional workforce development and career technical education.
- Principles, practices, methods and concepts used in public agency grants and contract administration.
- Principles and practices of instructional program development and administration.
- Trends, developments and application of enterprise software and technologies applicable to grant administration and collaboration.
- Trends, developments and application of educational technologies including distance and online educational technologies.
- Applicable federal, state and local laws, rules and regulations including Title V of the California Education Code and the Strong Workforce Program.
- Federal, state and local laws, regulations and policies governing fiscal requirements of community colleges and educational institutions related to categorical programs.
- Principles and practices of Equal Employment Opportunity in hiring, retention, performance and advancement.
- Principles and practices of sound business communication.
- Research methods and analysis techniques.
- Principles and practices of conflict resolution applicable to areas of assigned responsibility.
- Principles and practices of effective management and supervision.
- Principles and practices of strategic and program planning applicable to an educational institution.
- Principles and practices of organizational improvement, equity and culture change.
- Safety policies and safe work practices applicable to the work being performed.
- Board Policies, Administrative Procedures, Human Resources procedures and collective bargaining agreements.

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**Skills and Abilities to:**

- Work collaboratively with community college presidents, deans, directors, the business community and other stakeholders to provide expert advice/counsel and to develop solutions to complex regional workforce issues.
- Represent the Chancellor's Office and the BACCC effectively in dealings with regional colleges and community partners as a funding agency and academic program developer.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Facilitate large group meetings and decision making of BACCC stakeholders to monitor and assess student learning and success outcomes, student equity measures and to support and advance Strong Workforce Program grants and projects.
- Analyze, negotiate and administer grant allocation contracts, reports, invoices and documents.
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement.
- Develop and implement appropriate processes, procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- Communicate effectively, both orally and in writing.
- Understand, interpret, explain and apply applicable laws, codes and ordinances.
- Maintain confidentiality of District and BACCC files and records.
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships.



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## **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

A valid California driver's license or ability to access and use alternative transportation.

### **Additional Information**

## **APPLICATION PROCESS**

### **Required for submission:**

1. Complete application & answer supplemental questions; providing detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
3. Attach unofficial transcripts for college coursework completed, if applicable, displaying any degrees conferred (copies, photos, and downloads are acceptable). Foreign transcripts must be evaluated for U.S. equivalency and translations are at the applicant's expense - [click here](#) for more information

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

### **Official Transcripts**

As part of the onboarding process, you are expected to submit *official* college transcripts within 30 days of hire.

### **Attention Applicants**

Only completed applications with the above required documents will be reviewed by the committee; *additional documents will not be reviewed by the committee*. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. **Cabrillo is unable to sponsor work visas.**

**Questions? Concerns?** Please contact HR as Departments, Divisions, and Committee Members are

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unable to discuss active recruitments with potential candidates.

### **Selection Procedure**

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. A written performance exercise and/or presentation may be a part of the interview, and finalists may be invited to return for a second interview. All notifications will be via email, and can also be accessed through your [application profile](#).

### **Conditions of Employment**

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes). Cabrillo is an [eVerify](#) employer.

### **EEO Statement**

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

### **Accommodations**

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).

To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/5039109/dean-and-co-chair-bay-area-community-college-consortium-baccc>

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**Contact Information**

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

**Contact**

Bay Area Community College Consortium/Instruction  
Cabrillo College

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