

Associate Dean, Instruction (Interim)
Butte-Glenn Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=263693>

Downloaded On: Oct. 10, 2025 12:06am

Posted Oct. 9, 2025, set to expire Apr. 28, 2026

Job Title Associate Dean, Instruction (Interim)

Department

Institution Butte-Glenn Community College District
Oroville, California

Date Posted Oct. 9, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Administration - Undergraduate Education

Job Website <https://www.schooljobs.com/careers/buttecc/jobs/5105900/associate-dean-instruction-interim>

Apply By Email

Job Description

*****INTERNAL JOB ANNOUNCEMENT FOR CURRENT BUTTE COLLEGE EMPLOYEES ONLY*****

Associate Dean, Instruction

Full-time/Exempt; 40 hours per week; 12 months per year; Interim position

Zoom Interviews: October 16, 2025

Anticipated Start Date: ASAP

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Temporary Interim Position through Spring 2027

POSITION HIGHLIGHTS:

The Associate Dean of Instruction at Butte-Glenn Community College District is a key educational administrator responsible for providing strategic leadership and operational oversight of instructional programs. Reporting to the Dean or Vice President of Instruction, the role involves developing student-centered class schedules, supervising faculty and staff, coordinating instructional reports, and ensuring program relevance and compliance with industry standards and accreditation requirements. The Associate Dean also manages extension site operations, facilitates professional development, oversees budget planning, and engages in shared governance and community outreach.

Essential qualifications include a master's degree and at least one year of related experience, with preferred expertise in noncredit curriculum, grant management, and partnerships with external agencies. The position demands strong leadership, communication, and organizational skills, along with the ability to work effectively with diverse populations and maintain compliance with educational regulations and institutional policies.

MINIMUM QUALIFICATIONS:

- Master's Degree AND
- One (1) year of experience related to the duties of the position.

DESIRED QUALIFICATIONS:

- Experience or understanding of noncredit curriculum.
- Leadership and/or management experience.
- Grant or restricted fund experience.
- Experience building partnerships with external agencies and educational entities.
- Knowledge of the California community college system and the various initiatives that support it.

DIVERSITY QUALIFICATION:

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

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REQUIRED ATTACHMENTS:

- Resume or Vita
- Letter of Interest outlining how your experience, knowledge, and abilities align with the requirements of the job

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The District offers a comprehensive benefits package for employees/family members: Health, Dental, Vision, Life Insurance, Employee Assistance Program, Income Protection, contribution to the Public Employees Retirement System (PERS) or State Teachers' Retirement System (STRS), 403b and 457 tax shelter retirement plan. For more information please review the [Fringe Benefit Summary](#).

Summary of Leaves and Accruals

Benefits are pro-rated for less than full-time employees.

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MSC (Management, Supervisory & Confidential)

18 Paid Holidays

Sick Leave - 8 hours per month (accrues indefinitely)

Vacation - 15.34 hours per month (maximum accrual 400 hours)

Personal Business - 8 hours

Community Service - 3 days**

Sabbatical**

Travel and Conference**

CSEA (Classified Staff) and BCPOA (College Police Officers)

18 Paid Holidays

Sick Leave - 8 hours per month (accrues indefinitely)

Vacation (maximum accrual 400 hours)

- 0 to 5 years - 88 hours
- 6 to 10 years - 128 hours
- 11 to 14 years - 168 hours
- 15+ years - 184 hours

Personal Business - 8 hours

Travel and Conference**

Optional Leave Conversion**

BCEA (Full-time Faculty)

Sick Leave - 8 hours per month; accrues indefinitely

Banked Leave**

Job Sharing**

Reduced Workload**

Sabbatical**

*** Requires prior approval and must meet certain criteria*

Contact Information

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Please reference Academickeys in your cover letter when
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Contact

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