



# College of the Siskiyous

*College of the Siskiyous invites applications for the position of*

## **DEAN OF INSTRUCTION**

### **THE POSITION**

The Dean of Instruction reports to the Vice President of Instruction, and has broad accountability within the participatory governance framework, for planning, directing and evaluating assigned functions associated with maintaining quality instructional and academic programs.

### **MINIMUM QUALIFICATIONS**

1. Master's Degree from an accredited institution of higher education.
2. Completion of one year of full time formal training internship or leadership experience reasonably related to the administrative assignment .
3. Demonstrated ability in providing educational leadership and developing team building through collegial consultation.
4. Demonstrated ability to interpret, apply and explain rules, regulations, policies and procedures.
5. Demonstrated ability to successfully communicate complex facts and ideas both in writing and in public speaking.
6. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
7. Demonstrated ability to conduct complex analytical studies, evaluate alternative and implement sound recommendations.

### **DESIRED QUALIFICATIONS**

1. Earned Doctorate from an accredited institution.
2. Administrative experience in progressively responsible positions in higher education, preferably in a California Community College.
3. Full-time teaching experience in an accredited postsecondary institution.

### **DUTIES AND RESPONSIBILITIES**

#### **GENERAL RESPONSIBILITIES**

- Provide leadership in the areas of program and curriculum development, program assessment, program improvement and staff development.
- Assist the VP of Instruction in the hiring and evaluation of academic staff in the area.
- Supervise and evaluate classified personnel assigned to the area.
- Recruit, hire, evaluate and supervise adjunct faculty in the area.
- Prepare and administer annual budget recommendations with the participation of faculty and staff in assigned areas.
- Establish and maintain relationships with local school districts, political entities, and cultural or performing organizations for the purpose of serving the district and identifying additional program resources.
- Participate in and represent the college in local, state, regional and national professional organizations related to instruction.
- Promote communication among faculty, staff and administration.
- Meet with students to address student/faculty concerns.

- Review and approve faculty requests for professional development activities, field trips, and leave of absence.
- Assist in the marketing of instructional programs.
- Perform other duties as assigned.

#### **CURRICULUM & INSTRUCTION**

- Align teaching schedules, faculty load management, and facilities management to support the class schedules of the area and ensure that they fit into the overall college curricular and instructional goals.
- Ensure the currency and accuracy of the information for instructional programs in the college catalog, college website, and other college publications.
- Initiate the assessment of instructional program within the area, especially those related to student success, and facilitate the development and implementation of improvement plans based on assessed outcomes.
- Ensure that curriculum and instruction in courses and programs offered by the area are current in relation to industry standards, transfer institutions, and State mandates.
- Working with faculty and staff, prepare annual plan and other federal and state grant applications; prepare reports required for and by federal and state agencies.
- Work with faculty to facilitate the development of new courses and programs.





# College of the Siskiyous

## SALARY AND BENEFITS

- The salary, fringe benefit package, length of contract, and other terms and conditions of employment will be similar to comparable districts in California.
- **Medical/Prescription:** Selection of six medical plan offerings from Blue Shield. Prescription coverage is provided by CVS/Caremark. Medical plan options range from a 90/10 plan with a \$100 deductible, to a high deductible plan with a \$1,300 deductible with 80% coinsurance after the deductible is met.
- **Dental:** Provided through Delta Dental with up to \$2,000 annual maximum and a \$50 deductible for non-preventative services.
- **Vision:** Provided by Vision Services Providers and provides for an annual exam with a \$10 co-pay, and lenses and frames or contact lenses up to specified limit.
- **District Contributions:** There is a four -tier cap for employee benefits: \$9,117 for employee only, \$13,509 for employee + children, \$14,757 for employee + spouse, and \$21,573 for employee + family. Some plans require a monthly employee cost share.
- The District also contributes to CalPERS (Public Employee's Retirement System) or STRS (State Teacher's Retirement System) on behalf of the employee.

## APPLICATION PROCEDURE

Applications will be accepted until the position is filled. The first review deadline is **June 29, 2017 at 1:00pm PST**. For an applicant to be considered, the Human Resources Office must receive all required documents. It is the applicant's responsibility to ensure that all requested materials are received. Materials submitted in addition to those listed below will not be considered in the screening process. All documents included in the application file become property of the College and will not be returned. Only completed application packets will be forwarded to the search committee. All inquiries and applications will be held in the strictest confidence.

To be considered a candidate for this position, the applicant must submit the following materials:

- COS Application Cover Sheet\*
- A letter of application summarizing how the minimum and desired qualifications are met
- Resume
- Transcripts of college work (Copies are acceptable for application. The successful candidate must provide original transcripts upon hiring. Foreign transcripts must include a U.S. evaluation and translation, at the time of application.)
- A list of four professional references, which include the reference's title and current contact information

\*Employment forms are available at [www.siskiyous.edu/jobs](http://www.siskiyous.edu/jobs)

Materials can be submitted by email, mail, fax or be hand delivered:

Human Resources Office  
College of the Siskiyous  
800 College Avenue  
Weed, CA 96094

Phone: (530) 938-5317 or Fax: (530) 938-5380

[HR@siskiyous.edu](mailto:HR@siskiyous.edu)

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States.

*Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.*

*College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.*

*College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.*

**TYPE: MANAGEMENT VACANCY**

**FIRST REVIEW: JUNE 29, 2017 @ 1:00pm PST**

**LOCATION: WEED CAMPUS      JOB NUMBER: 2016-17-32**

**SALARY: CONTRACT**