

Vice President of Madera and Oakhurst Centers

Posting Details

Announcement Information

Posting Number AA2013-0095

Title Vice President of Madera and Oakhurst Centers

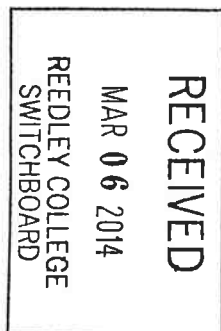
Campus Location Madera Center

Start Date 07/01/2014

Essential Functions of Position

Leadership, Coordination, and Integration

- Provides centers leadership in collaboration with the college president, faculty, administrators and staff.
- Collaborates with Instruction, Student Services and Administrative Services leading to the equitable integration of instruction and student services into a seamless coordinated effort to serve students with a focus on success, persistence, and completion.
- Guides the deployment and development of instructional programs, both credit and non-credit, in consultation with the Vice President of Instruction in response to student, community, and employer needs.
- Ensures the optimum and equitable accessibility of programs and services in all Reedley College locations within the resources available.
- In consultation with the other vice presidents, leads the college's response to emerging opportunities relative to new programs, delivery methods, service strategies, professional development and the continuous improvement of existing programs and services.
- Develops, implements, and monitors articulation agreements with high schools, particularly those that are primary feeder schools for Madera and Oakhurst Centers, and colleges and universities.
- Actively participates in and promotes efforts regarding the college's accreditation including any reports and districtwide efforts.
- Represents the college and provides leadership at meetings regarding instruction and curriculum including credit and non-credit programs and courses, particularly those in Madera and Oakhurst.
- Maintains professional visibility both on campus and in the communities served by Reedley College and the district, particularly Madera and Oakhurst.
- Works effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships which result in improved service to the community and students, particularly those in the Madera and Oakhurst Centers service areas.
- In consultation with the Vice President of Student Services, coordinates the recruitment program between high schools and the centers.



Program Planning and Evaluation

- In consultation with the Vice President of Instruction, leads and supports instruction in planning, development and evaluation of current and future

curriculum, technological innovations, services and programs in order to meet student support and academic program needs at Madera and Oakhurst.

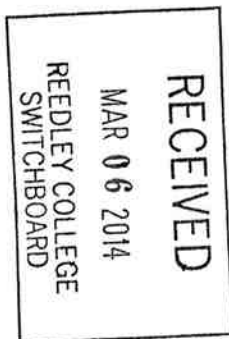
- Ensures the implementation and administration of college-wide academic and student success standards in collaboration with the college president, faculty, administrators, and student leaders.
- Provides leadership in consultation with the Vice President of Instruction and aligned with college efforts in developing and assessing general/institutional learning outcomes and student learning outcomes at the course, program, and institutional level.
- Influences and responds to state and federal legislation which impacts the district and the college, particularly regarding the Madera and Oakhurst Centers. Determines and/or facilitates appropriate approaches to meet new requirements. Develops, directs and supports performance-based initiatives in anticipation and in response to legislative mandates and student needs.
- Supports, participates, and provides leadership in the college's focus on continuous quality improvement through the college's institutional effectiveness and research efforts.

Resource Management

- Supports, participates, and provides leadership in implementing and maintaining a process for college-wide planning and resource allocation efforts for overall college operations, strategic priorities, and institutional improvement.
- Works with the other vice presidents, deans, department chairs, directors or appropriate college and district staff to develop grant applications.
- Plans and monitors expenses to ensure fiscal accountability and formulate budget recommendations for center operations including instruction, student services, and administration in alignment with district and college resource allocation parameters.
- Reviews and mediates the budget allocation process and sets productivity standards to assure equity and judicious use of resources needed to meet college objectives and targets.
- Encourages, coordinates, and initiates resource development for the centers in support of district and institutional goals, strategic priorities, and college-wide and district wide initiatives.
- Contributes to the overall planning and decision-making processes for the campuses with regard to administration.
- Is responsible for directing the college budget and accounting program to ensure accurate completion of receipt recording and expenditure of funds for college accounts.
- Acts as the college safety officer at the Madera and Oakhurst Centers; coordinating with District centralized services, police, parking services, college transportation activities, environmental health and safety, maintenance, grounds, and facilities to ensure campus priorities are met.

Human Resources Management

- Provides leadership and professional development for the administrators, faculty including adjunct faculty, and support staff assigned to the Madera and Oakhurst Centers.
- Supervises and evaluates personnel.
- In consultation with the other vice presidents, provides leadership relative to the recruitment and selection procedures and recommendations of new faculty and



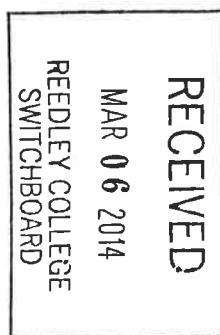
staff, and provides leadership and oversight of existing faculty & staff, faculty & staff development and evaluations.

Program Development and Innovation

- In consultation with the Vice President of Instruction where applicable, leads the identification and development of new courses and programs, both credit and non-credit, and provides leadership for efforts in innovative teaching strategies including new teaching methods, technology driven curriculum, and distance learning to increase student opportunities.
- Collaborates with higher educational institutions and employers in pursuit of economic and community development in Madera and Oakhurst and to foster student achievement and better prepare students for the work force and citizenship.
- Contributes to marketing and communications efforts to meet student needs, to support college programs, and to meet college enrollment goals.
- In consultation with the Vice President of Student Services, plans and coordinates operations, initiatives and efforts to ensure the student services programs at the Madera and Oakhurst Centers are meeting student needs.

Management

- Confers with the other vice presidents, the Madera Dean of Instruction, and department chairs and/or division representatives as appropriate regarding academic staff needs, selection, assignments, teaching load, evaluation and retention, and makes recommendations to the college president.
- Responsible for preparation of examination, office, facility, and teaching schedules in consultation with the other vice presidents, the Madera Dean of Instruction and Oakhurst Center Coordinator, and department chairs and/or division representatives.
- Prepares and distributes the faculty handbook, schedule of classes and other related documents.
- Ensures appropriate supervision and operations of instructional and student support facilities at the Madera and Oakhurst Centers, including, but not limited to, the library, child development lab, computer labs, and tutorial center, and encourages use of these facilities by faculty, staff, and students.
- Provides leadership in the development of annual reports and updates, particularly those related to instruction, students and administration at the Madera and Oakhurst Centers.
- Facilitates and works collaboratively with the other vice presidents to ensure consistent, equitable and optimal oversight and operations for instruction in all Reedley College locations including Reedley, Madera, Oakhurst, or other locations where the college has a presence.
- Directs the planning and organization for commencement with the assistance of the Vice President of Student Services and district staff.



Performs other duties as required.

Minimum Qualifications

Include an earned master's degree from an accredited college or university **AND** one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment **OR** possession of a valid California Community College Supervisory Credential **AND** sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Desirable Qualifications

- Demonstrated oral and written communication skills.
- Commitment to the mission of the California Community College system.
- Positive, dynamic human relations skills.
- Successful teaching and/or administrative experience in a post-secondary educational setting.
- Demonstrated experience in planning, organizing and implementing programs.
- Experience in a college serving multiple locations.
- Ability to foster a collegial, collaborative working environment.
- Successful experience in a multi-ethnic, pluralistic environment and in responding to the needs of both the traditional and non-traditional student.
- Commitment to working within a participatory governance environment.
- Knowledge of the impact of emerging technologies on the teaching, and learning environment and student success.
- Successful experience in obtaining external funding.
- Doctoral degree from an accredited college or university.

Conditions of Employment

224 duty days and 22 vacation days for a total of 246 days.

Salary and Benefits

Salary range is \$118,340 – \$149,063 per month based on education and experience. A doctoral stipend of \$1,945 is available. In addition, the District offers an attractive fringe benefit package including health, dental, and vision coverage for the employee and dependents, and life insurance. Employees are also members of the California State Teachers' Retirement System (CalSTRS).

Selection Procedure

Applications will be screened to determine which applicants meet the minimum qualifications as stated in the job announcement.

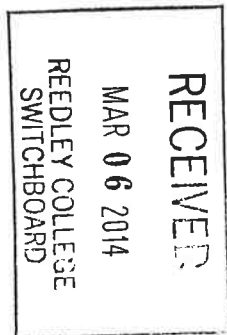
From the applicants who submit all the required documents and who meet the qualifications, a selection advisory committee will determine the candidates that meet the highest degree of desirable qualifications. They will be invited to interview.

The selection advisory committee will rate responses to the interview questions. Based on this rating, a small number of applicants will be selected as the "recommended candidates". These candidates will be forwarded to the College President and Chancellor for final interviews. A hiring recommendation will be made by the Chancellor and forwarded to the Board of Trustees of State Center Community College District for final approval.

State Center Community College District is an equal opportunity employer. It is our pledge to treat all applicants fairly and equitably in the recruitment and selection process. We endeavor to be a service minded organization and respond, as best we can, to the needs of our applicants and the faculty and administrators we work with in the District.

For more information, contact the Human Resources Office, 1525 E. Weldon Avenue, Fresno, California, 93704, (559) 226-0720, fax (559) 229-7039. For information on Reedley College, the Madera and Oakhurst Centers or State Center Community College District, visit our website at www.sccd.edu. Please refer to **Position No. 4600**.

Submission of application and related materials is the applicant's responsibility and must be submitted through the district's online applicant portal. The District reserves the right to re-advertise or to delay indefinitely the filling of a position if it is deemed that the applicants for the position do not constitute an adequate applicant pool or if funding is not available. All application materials are subject to verification. False statements may be cause for disqualification or discharge from employment.



Additional Information

The State Center Community College District invites applicants for the position of Vice President of Madera and Oakhurst Centers at Reedley College. The State Center Community College District is a multi-campus district with two colleges: Fresno City College and Reedley College. There is also a campus center, Willow International, that has received candidacy as the district's third college. Reedley College is the district's rural-based college serving the majority of the rural area through its main campus in Reedley and two centers located in the communities of Madera and Oakhurst. Reedley College serves approximately 9000 students with about 3000 of those students enrolling at Madera and Oakhurst. Under the direction of the Reedley College President, the Vice President will serve as the chief administrative officer for the Madera and Oakhurst Centers. This position is responsible for the overall operation of the centers, which includes leadership,

planning, organizing, budgeting, directing, supervising, and the evaluation of the activities of the Madera and Oakhurst Centers. These responsibilities entail working with all constituencies involved in a collegial manner to assure that the centers' instructional and student services goals are meeting student learning needs and are in alignment with Reedley College and State Center CC District goals and objectives.

Open Date	03/06/2014
Close Date	04/20/2014
Open Until Filled	No
Quick Link	http://scccd.peopleadmin.com:80/postings/573

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Do you possess degree(s) earned from an institution outside of the United States? NOTE: If yes, you will be required to upload an evaluation service assessment (foreign transcript evaluation). A list of some available assessment agencies can be found at www.ed.gov under the National Council on the Evaluation of Foreign Academic Credentials section. Please upload this assessment in the Optional Documents section. Failure to do so will result in an incomplete application

- Yes
- No

Applicant Documents

Required Documents

1. Transcripts (Unofficial copies accepted - must indicate conferred degree(s) that support the minimum qualifications)
2. Letter of Recommendation 1 (dated no later than 3 years from the filing deadline - MUST BE UPLOADED)
3. Letter of Recommendation 2 (dated no later than 3 years from the filing deadline - MUST BE UPLOADED)
4. Letter of Recommendation 3 (dated no later than 3 years from the filing deadline - MUST BE UPLOADED)
5. Resume or Curriculum Vitae
6. Letter of Application

Optional Documents

1. Cover Letter
2. Certificates
3. Licenses
4. List of Professional References
5. Evaluation Service Assessment
6. Additional Documents

