



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

POSITION:	Dean, Palmdale and Extended Learning	(RN 16-2)
SALARY/BENEFITS:	Administrative Salary Schedule D, Column III: \$122,260 - \$140,436 (8 Steps) <ul style="list-style-type: none">• \$1800/annual Stipend for Doctorate from an accredited University The District's Fringe benefit package includes: <ul style="list-style-type: none">• Medical, dental and vision insurances• Individual life insurance and income protection policies• Eligibility for enrollment in State Teachers' Retirement System (STRS)	
DEADLINE :	February 24, 2017	

GENERAL DESCRIPTION:

Under the supervision of the Vice President of Academic Affairs, the Dean will provide leadership to and support for an academic division. In addition to program development and course support, the Dean is responsible for the day-to-day supervision of division personnel, programs, expenditures, and facilities, as well as serving as the division's advocate to the senior administration.

Palmdale/Extended Learning includes, but is not limited to, the Antelope Valley College Palmdale Center, Distance Education, Corporate and Community Education, Economic Development, Off-site campuses, Cooperative Work Experience, and high school Articulation.

REPRESENTATIVE DUTIES:

- Provide leadership for program development. Work directly with faculty and department chairs to plan for curriculum and program additions, modifications, and deletions to maintain relevance of divisional programs to meet student and community needs; set priorities for resource needs, provide program analysis and multi-year instructional plans, and participate in strategic and long-range instructional planning for the district
- Demonstrate commitment to fulfill the comprehensive mission of the community college
- Promote the assessment of learning outcomes in order to determine the effectiveness of student learning within the division and throughout the college
- Stay current regarding national trends and innovations applicable to assigned disciplines, community colleges, and higher education, including alternate modes of assessment, hiring practices, academic freedom, and the role of technology in the classroom, course design, and prerequisites. Promote the needs of the division to the campus and community
- Encourage excellence in teaching and orient new staff; in conjunction with department chairs, orient new faculty
- Create a positive working environment for all levels of division staff and work cooperatively with other campus personnel to integrate and coordinate programs and services across the curriculum
- Prepare budget requests with input from department chairs; allocate funds; and prioritize division financial needs, including new hires, program funding, technology and instructional equipment; and communicate those priorities clearly to the appropriate departments

Annual Security Report is provided by Antelope Valley College for prospective students and employees. A copy of this report is available at <http://www.avc.edu/administration/police/>

REPRESENTATIVE DUTIES (Continued):

Dean, Palmdale and Extended Learning
Deadline: 02/24/17

- Grant writing experience and/or program development experience
- Participation or leadership in the accreditation process
- Experience in the promotion of college programs beyond the campus community
- In consultation with division faculty and department chairs, prepare the schedule of classes each term and provide for staffing of department courses in conjunction with department chairs
- Supervise and evaluate full time faculty, adjunct faculty, and staff
- Support staff development and professional growth among division members
- Actively participate in the accreditation process for the institution
- Serve on campus organizations and committees and participate in meetings
- Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs; in conjunction with department chairs and faculty, establish advisory committees, as appropriate
- Serve as contact for articulation with local high schools and colleges and universities
- Determine and fulfill needs for all college sites and centers regarding instructional programs and services
- Work cooperatively with department chairs and coordinators, other administrators, and supervisors to coordinate programs and services across the curriculum and at all locations with the goals of meeting student needs; and resolving conflicts and issues within the division and between divisions in the spirit of collegiality and due process
- Analyze requests for staff to meet short-term and long-term needs and make recommendations to the Vice President of Academic Affairs; assist in developing job descriptions for new positions
- Maintain an effective working knowledge of computer and related technologies that affect office management including electronic spreadsheets, word processing, data collection, and internet/intranet capabilities
- Evaluate and process student petitions in collaboration with division faculty
- Coordinate the program review process within the assigned division
- Organize and preside over divisional faculty and staff meetings
- Host visiting professionals, sponsor division activities, and coordinate and manage co-curricular activities with division faculty and staff
- Monitor compliance with state and federal regulations
- Solicit grants, awards, or foundation funding
- Be available for day, evening or weekend assignments
- Participate actively at multiple educational sites
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Master's degree from a regionally accredited college or university
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment (Title 5, section 53420. Minimum Qualifications for Educational Administrators)
- Sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

DESIRABLE QUALIFICATIONS:

- Three years full time, postsecondary teaching experience
- Demonstrated commitment to high academic standards and academic freedom
- Experience with and commitment to a participatory governance culture, consensus building, and a team approach to management
- Ability to effectively communicate both orally, electronically, and in writing
- Evidence of effective planning in the management, supervision, and evaluation of the work of others

- Evidence of a commitment to teaching/learning and the vision of a learning-centered institution and community

DESIRABLE QUALIFICATIONS: (Continued):

- An understanding of how technology can support learning, and a record of support for technological advancements in classroom and online instruction to assure regular, effective contact
- Evidence of the effective use of data to drive the making of decisions
- Grant writing experience and/or program development experience
- Participation or leadership in the accreditation process
- Willingness to travel to multiple educational sites to fulfill duties
- Experience in the promotion and development of partnerships with industrial, educational, and community organizations. Knowledge of and commitment to the issues related to basic skills, student success, and student equity.
- Commitment to the degrees, certificates and objectives of the different educational sites
- Plan, organize, and direct overall operations of the Palmdale site
- Work as liaison for communications between administrators, students, and the community at large
- Coordinate facility management between Palmdale Center site, main campus, and property management staff.
- Demonstrate familiarity with Student Learning Outcomes and ACCJC Accreditation Standards for higher education.

KNOWLEDGE OF:

- Higher education in community colleges, including the mission of the California Community Colleges
- Participatory governance within the California Community College System
- Local, state, and federal laws governing programs and services
- Adult learning theory and learning styles and multiple methods of instruction
- Disciplines within the assigned division(s)
- Varied evaluation procedures for staff and faculty
- Curriculum development
- Course/Program Articulation/Educational Pathways
- Student matriculation
- Budget preparation and control
- Principles and practices of administration, supervision, and training
- Interpersonal skills using tact, patience, and courtesy
- District organization, operations, policies, and goals
- Institutional Learning Outcomes, Program Learning Outcomes, and Student Learning Outcomes
- Computer and related technologies for instruction

ABILITY TO:

- Plan, organize, develop, and evaluate the programs, activities, and curriculum of college instructional programs (E)
- Develop and modify curriculum and policies and procedures to meet staff, student, and community needs
- Communicate effectively orally, electronically, and in writing (E)
- Work effectively with students, faculty, and staff from diverse backgrounds in order to promote equal access to all divisional programs (E)
- Select, train, supervise, and evaluate personnel (E)
- Interpret, apply, and explain rules, regulations, requirements, and restrictions (E)
- Analyze situations and resolve problems (E)
- Plan, organize work, and meet schedules and deadlines (E)
- Work cooperatively with and coordinate projects with other administrators and staff (E)

- Evaluate and support faculty and staff recommendations for program improvements and new programs (E)
- Identify resources and develop grant or special project applications
- Develop and control budgets (E)

APPLICATION PROCEDURE

It is the responsibility of each applicant to have **all** the following documents on file in the Human Resources Office by 4:30 p.m. on the deadline date in order to continue in the application process for this position.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College **administrative application form**.
Please do not state "See Résumé" on any part of the application. Blank spaces or illegible entries may be cause for rejection of the application. The District will not return materials submitted.
2. A letter of intent addressing your interest and qualifications for this position.
3. A personal résumé or curriculum vitae.
4. Transcripts* of **all** college work. (Unofficial transcripts or photocopies will be accepted to establish the application file). Official transcripts will be required if the candidate is offered the position.

*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311

Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted.

The screening committee will review ONLY complete application packets and the committee will determine applicant's eligibility for an interview. Candidates who are selected for an interview will be notified via telephone.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

The Antelope Valley Community College District offers an extensive benefits package that includes full-family medical, dental and vision plans, employee life insurance, and eligibility to enroll in the State Teachers' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer