



**ANTELOPE VALLEY COLLEGE**  
invites applications for the position of:

## **Dean, Social and Behavioral Sciences**

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**SALARY:** \$131,767.52 - \$151,357.39 Annually

**DEPARTMENT:** Social & Behavioral Sciences Dean

**OPENING  
DATE:** 09/07/21

**CLOSING  
DATE:** 10/21/21 11:59 PM

Administrative Salary Schedule AD, Column II, \$131,767.52- \$151,357.39/ann (8 step salary schedule) • \$1,800/annually for an earned doctoral degree The District's Fringe benefit package includes: • Medical, dental, vision and life insurances • Eligibility for enrollment in CalSTRS .

January 2022

Cover Letter, Resume, Transcripts for all Degrees, Two Letters of Recommendation

### **DESCRIPTION:**

Under the supervision of the Vice President of Academic Affairs, the Dean of Social and Behavioral Sciences 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.

The Social and Behavioral Sciences division includes the following: Anthropology, Business and Computer Applications, Economics, Psychology, Political Science, Sociology, History, Administration of Justice, Early Child Education as well as oversight of the Child Development Center.

### **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 the community.
- Promote the needs of the division to on- and off-campus organizations, on committees, and at meetings.

- 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.
- Develop grants to provide additional funding sources for the division.
- Participate or lead in the accreditation process.
- Promote college programs beyond the campus community.
- 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, tenure-track faculty, and staff.
- Support staff development and professional growth among division members.
- 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.
- Establish advisory committees in conjunction with department chairs.
- Serve as contact for articulation with local high schools, 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.
- Collaborate with the VPAA and the Dean of Extended Learning in scheduling courses for various groups in dual enrollment, the prison program, contract and continuous education, among others.
- 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 computers 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.
- Coordinate online and face-to-face course offerings within the division.
- 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:**

- Master's in an academic subject area directly related to the assignment; terminal degree encouraged
- Three years of full-time, postsecondary teaching experience, preferably in a community college setting
- 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

- Evidence of effective planning in the management, supervision, and evaluation of faculty and staff
- Evidence of a commitment to teaching/learning and the vision of a learning-centered institution and community
- An understanding of how technology can support learning and a record of support for technological advancements
- Knowledge of varied assessment instruments and use of data to drive the making of decisions
- 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
- Knowledge of enrollment management and scheduling practices

## **OTHER INFORMATION:**

### **KNOWLEDGE OF:**

- 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
- The Student-Centered Funding Formula
- 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.
- Develop and modify curriculum and policies and procedures to meet staff, student, and community needs.
- Communicate effectively orally, electronically, and in writing.
- Work effectively with students, faculty, and staff from diverse backgrounds in order to promote equal access to all divisional programs.
- Select, train, supervise, and evaluate personnel.
- Interpret, apply, and explain rules, regulations, requirements, and restrictions.
- Analyze situations and resolve problems.
- Plan, organize work, and meet schedules and deadlines.
- Work cooperatively and coordinate projects with other administrators and staff.
- Evaluate and support faculty and staff recommendations for program improvements and new programs.
- Identify resources and develop grant or special-project applications.
- Develop and control budgets.
- Work with other divisions to create coherent two-year course schedules for various degree and certificate programs.
- Build consensus and treat subordinates and colleagues with respect.
- Mentor and support new full-time and adjunct faculty.

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## **SUPPLEMENTAL INFORMATION**

It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

## APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
  - This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.
  - All out of the country transcripts must be evaluated prior to submitting them with applications.
    - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
  - **If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.**
  - Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
  - For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

If you have, any questions or concerns please feel free to contact the AVC Human Resources Office at 661-722-6300.

### EQUAL OPPORTUNITY EMPLOYER:

*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.*

**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/>

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.avc.edu>

Position #RN21-28  
DEAN, SOCIAL AND BEHAVIORAL SCIENCES  
AP

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