

[Close Window](#)**Position Information**

Posting Number	0602616
Official Title	Dean of Institutional Equity and Effectiveness
Position:	Full Time
Percent Position:	100
Months	12
Employee Type	Management
Job Category	Management/Supervisory

This position is pending Board approval and will be located at Ventura College.

Brief Description:

Under the direction of the President, the Dean of Institutional Equity and Effectiveness will provide college-wide leadership in the critical functions and activities related to meeting the college mission and ensuring all students receive an equitable educational experience and achieve academic success. These functions and activities will include the development, implementation, and evaluation of all student equity initiatives, leadership to the Office of Institutional Research and Effectiveness, supporting equity through the college enrollment management activities, and providing administrative oversight to the student learning outcomes and program review processes.

Develop, direct, coordinate, supervise, and evaluate the programs, personnel, operations, and activities of their respective division, including program planning, analysis, and review, to ensure compliance with Education Code, state and federal regulations, accreditation standards, district policies, and all contractual agreements between the Governing Board and recognized bargaining units. E

Assist in the recruitment, selection, and development of classified and academic personnel within the division, and evaluate all personnel in accordance with applicable policies and procedures; plan and project division staffing requirements; monitor proper and efficient use of assigned staff; provide staffing recommendations in compliance with Equal Employment Opportunity principles and guidelines. E

Job Duties:

Direct and implement sound fiscal planning in the development and management of the division budget; supervise the preparation and submission of division budget and, upon approval, assume overall responsibility for timely and accurate implementation; develop and implement externally funded initiatives; plan resource allocations for facilities, equipment and technologies that support instructional programs in the division. E

Provide guidance to and receive advice from faculty organizations on matters relating to the instructional programs; promote the inclusion of students in the shared decision-making process. E

Ensure that all student services programs comply with applicable laws,

other federal, state and local requirements, district rules and regulations, Education Code, and collective bargaining agreements; review, monitor and participate in the shaping of regional, statewide and national issues concerning community colleges. E

Coordinate the establishment and implementation of division advisory committees; establish and maintain liaisons with business and community representatives as participants in the planning, development and modification of division curriculum and programs. E

Coordinate and prepare timely and accurate instructional reports required by various federal, state, district and college departments. E

Promote and participate in the application of computer technology to division programs and activities; use a variety of computer software to research, enter, modify and retrieve data for preparation of reports, correspondence and other written materials. E

Keep abreast of emerging services, methodologies, and technologies relevant to division. E

Coordinate and prepare timely, accurate and comprehensive reports and responses to all required state, federal, and district and college departments. E

Serve on management councils and other college and district committees.

Perform other duties as assigned.

E = Essential duties.

In addition, the Dean will:

Provide leadership in the development, implementation, budgeting, and evaluation of campus-wide student equity initiatives. E

Supervise and coordinate the Office of Institutional Research and Effectiveness. E

Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of variety data and information used in assessing institutional effectiveness and equity efforts. E

Additional Job Duties:

Provide leadership in the dissemination of institutional data to departments and offices to advance student equity, success and completion. E

Provide leadership to the Ventura College Inquiry Team (campus team trained in conducting focus groups). E

Provide leadership in the development, assessment, and interpretation of student learning outcomes. E

Provide leadership to the campus program review process. E

Monitor and keep the campus community current concerning demographics and community information and adequacy and effectiveness of college service. E

Provide support of the campus enrollment management process. E

Identify primary institutional, local, state, federal and national demographics, economic trends, and other data to be used in research projects, reports, presentations, educational planning, and development. E

Develop, maintain and use institutional database to support decision making, budgeting, assessments and evaluations, program review, student learning outcomes, enrollment management and planning. E

Minimum Qualifications

Possession of a Master's degree from an accredited college or university and one year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Experience in program development, implementation, and evaluation. Experience in applied quantitative and qualitative research methodology, and evaluative statistical analysis and data processing techniques, preferably at a community college.

Preferred Qualifications:

Experience with the practices, procedures and techniques involved in the design, development and implementation of projects, surveys and studies in institutional assessment, planning, research and decision-making. Experience with the development and assessment of student learning outcomes.

Experience developing and working with a college program review process.

Experience with the techniques and processes involved in enrollment management.

Additional Information:

Licenses or other Requirements:

N/A

Knowledge Of:

Philosophy, mission, and goals of the community college.

Goals, policies, regulations, contractual requirements and methods related to effective curriculum development and implementation, program/class scheduling, faculty assignments and instruction.

Current theories on teaching and learning, including use of technology and multicultural issues that affect instructional and related support programs and services.

Institutional research models and methodologies.

Respectful and sensitive communication with people who are diverse in their cultures, language groups and abilities.

Strategic planning and program development.

Community and business organizations.

Participatory approaches to governance.

Best practices related to student success and ensuring equitable educational outcomes for students.

Advanced principles, practices, procedures, theories, models and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.

Instructional techniques and student engagement and support techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

Ability To:

Work effectively as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student learning environment.

Exercise group leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving.

Create and maintain a high level of staff morale to achieve consensus while demonstrating a sensitivity to, and understanding of and sensitivity to

the diverse academic, socio-economic, ethnic, cultural, disability, sexual orientation, and religious backgrounds of the college students. Demonstrate commitment to the continued improvement of teaching and learning.

Create an environment conducive to the development of instructional and service innovations.

Work in a dynamic environment and handle multiple responsibilities.

Direct, coordinate and evaluate the work of others.

Develop and manage a budget, including externally funded initiatives.

Plan effectively in the process of allocating resources to further institutional goals, evaluating the results of the allocations, and developing strategies for continued strength of the college's programs and services.

Work comfortably in an interdisciplinary environment.

Solve problems creatively.

Communicate effectively, both orally and in writing.

Exercise independent judgment.

Establish and maintain good community relations and deliver effective public presentations.

Hearing and speaking to exchange information and make presentations.

Vision to read correspondence and reports and to use the computer.

Dexterity of hands and fingers to operate office equipment, prepare reports and forms and use a computer keyboard.

Sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities.

Physical Abilities

Requested Start Date:

Jan 2015

Work Week/Hours

Monday through Friday, 8:00 am - 5:00 pm and as needed to complete assigned responsibilities.

Closing Date

02-01-2015

Required Applicant Documents:
Documents not to exceed 2mb maximum

Resume
Letter of Application
Transcripts

APPLICATION PROCEDURE:

Applications will be accepted until we have a sufficient number of qualified applicants for consideration. To ensure consideration, you must apply by February 1, 2015.

The following must be submitted for your application to be considered:

- *Completed Application for Management Employment
- *Resume
- *Letter of application that addresses the responsibilities and the personal/professional competencies listed in the position announcement. The letter should also describe your understanding of and sensitivity to the diverse academic, social, economic, cultural, ethnic, and disability backgrounds of community college students.
- *Official or unofficial college/university transcripts. (An official copy of your transcripts will be required upon being hired. Instructors will not be allowed to start working until official transcripts have been received.)
- *Letters of recommendation (recommended, not required)

Required Selection Process:

NOTE: Foreign transcript evaluation is required for foreign coursework used to meet minimum qualifications and must be included with your application materials. For a list of recognized organizations providing transcript evaluation services, visit <http://www.naces.org>

/members.htm.

SELECTION PROCESS:

A screening committee will review and screen all applications and associated materials. Those candidates deemed by the committee to be most qualified for the position will be invited to an interview. When completing the application, it is important to outline in detail your education, training (classes, seminars, workshops), and experience. You will be evaluated based upon the information provided on the application and supplemental questionnaire.

Applicants with disabilities requiring reasonable accommodation during the selection process must inform the Ventura County Community College District Human Resources Department, in writing, of the need for a reasonable accommodation no later than the application deadline stated in the job announcement. The request should include a description of the type and extent of the accommodation being requested.

Official transcripts providing confirmation that you meet the minimum educational requirement must be presented to the Human Resources Department prior to beginning employment. If you do not have official transcripts, it is advised that you order your transcripts in the event they are needed.

The Ventura County Community College District 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 opportunity and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, ancestry, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, veteran status, medical condition, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Salary Range: \$8778.08 - \$11,763.50 per month
With a doctorate add \$4,870.09 per year

Starting Salary: Negotiable

Special Instructions to Applicants

Supplemental Questions:

The following questions will be asked of all applicants.

When you apply for this position, you may wish to compose your responses to the supplemental questions in a separate document that can be edited, saved, and pasted into the applicable online application supplemental question response fields. This will prevent the unintended loss of data, as the system will automatically log you out after 60 minutes of inactivity.

Describe a research project in which you designed, conducted and formulated a recommendation. Include how you determined what data to collect; how you collected the data; what data bases you may have used; how you analyzed the data, including specific software; and what your recommendations were based on the results of the analysis.

Demonstrate from your experience your sensitivity to, and ability to work with, diverse racial, ethnic, gender, disabled and cultural populations.

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