JOB DESCRIPTIONS:

VC STUDENT DEVELOPMENT

VC ACADEMIC AFFAIRS
Job Posting Preview

**Position Information**

**Posting Number** 0120051

**POSITION INFORMATION**

**Position Title** Vice Chancellor Student Development (Office of the Chancellor)

**Title Code**

**Link to Job Brochure (if available)** VCSD_App.pdf

**Posting Date** 12-18-2012

**Filing Deadline** 02-07-2013

**Additional Filing Deadline Information**

City College of San Francisco including the Human Resources Department will be closed for Winter break from December 24th to January 1st. The Human Resources Department will resume business on January 2, 2013.

**Job Category** Administrative

**Appointment Type** Administrative - Vice Chancellor

**Employment Status:**

**Appointment Start Date** Negotiable (but no later than July 1, 2013)

**Appointment End Date**

**Bilingual (Classified):**

**Work Schedule/Load** 12-month appointment (228 days per academic year)

**Location**

The salary range for the position is competitive and based on related experience.

**Salary**

Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

**Benefits**

**Retirement Classification:** STRS

**DEPARTMENT INFORMATION**

**Department/Division** Chancellor
The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND become fiscally solvent. Once again, voters of the great "City by the Bay" voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District’s fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students’ lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

**Position Description:**

The Vice Chancellor of Student Development reports to the Chancellor, works collaboratively with other Vice Chancellors at City College of San Francisco, and serves as the chief student services officer of the District responsible for providing leadership, vision, and direction for the student services departments and programs necessary to ensure student success and education goal attainment.

The Vice Chancellor is responsible for ensuring effectiveness, efficiency, and equity in planning, developing, scheduling, and evaluating services, programs, and course offerings by student development departments, and also serves as the primary contact for local, state, and federal agencies in matters pertaining to Student Development. The Vice Chancellor provides leadership and supervision of administrators and staff working in the following Student Development areas serving credit and noncredit students throughout the District:

**Matriculation & Counseling Services**
- Assessment, Educational Planning & Retention
- Learning Assistance Center
- Multicultural Retention Services
- Disabled Students Programs & Services
- Gateway to College Program
- Puente

**Admissions, Records & Outreach**
- Admissions & Outreach
- Registration & Records
- K-12 Partnerships

**Financial Aid Services & Scholarship Programs**
- Extended Opportunity Programs & Services
- CalWORKs
- Veterans Services
- HARTS
- Scholarship Program

**Student Wellness & Affairs**
- Student Health Services
- Student Activities & Student Affairs (including Intercollegiate Athletics)
- Mentoring & Civic Engagement Programs
- Concert & Lecture Series
- Student Resource Centers & Clubs
- Student Discipline & Crisis Intervention
- Graduation & Student Recognition
- Student Advocacy, Rights, & Responsibilities

**Major Duties and Responsibilities:**

1. Designs, develops, directs, coordinates, evaluates, and ensures accountability of the operational activities related to Student Development areas listed in the Position Description.

2. Assesses and responds to the needs of students and provides direction and leadership in the development of policies and procedures in all areas of student development to maintain quality service to students.

3. Leads student services and programs in addressing issues related to accreditation and develops a process for the ongoing and systematic review and enhancement of programs related to maintaining a positive accreditation status.

4. Provides leadership and vision for diversity initiatives and policies focused on closing achievement gaps, increasing opportunities for retention, and promoting academic and career success for educationally disadvantaged students.

5. Develops and implements approved plans and policies to facilitate and improve the operations and programs of Student Development.

6. Administers the review and evaluation of the Student Development programs within the Student Development Division and makes appropriate recommendations for change or improvement.

7. Coordinates the development of annual goals and objectives and program review for Student Development and monitors the progress of approved goals and objectives.

8. Provides leadership for the preparation, monitoring, and accounting for all budgetary matters in the Vice Chancellor's area of responsibility.

9. Ensures compliance with all federal and state regulations and Education Code requirements for all Student Development programs.

10. Provides professional leadership in recruiting, maintaining, and supporting professional growth and development for all staff members in the Student Development area.

11. Recommends all personnel transactions for staff in the Vice Chancellor's area of responsibility.
12. Directs, trains, and evaluates managers, faculty, and staff in the Student Services division to provide a high quality of services to students.

13. Oversees and coordinates the continued development, assessment and analysis of all student learning outcomes research and activities in the Student Development departments and programs. Ensures student learning outcomes are integrated with divisional planning and aligned with the program review process.

14. Represents the College in state-level activities related to Student Development operations.

15. Establishes, develops, and maintains positive working relationships and partnerships with area K-8 schools, high schools, colleges, universities, and appropriate community-based organizations and agencies.

16. Oversees the efforts to promote effective processes for student advocacy, crisis intervention, and student discipline.

17. Attends Board of Trustees' meetings; makes presentations and submits reports and action items related to areas of responsibility.

18. Communicates Board of Trustees' decisions, policies, and actions and supervises the implementation of these with other administrative staff in Student Development.

19. Participates in the College/District strategic planning process and coordinates budget planning for Student Development programs, services, and facilities.

20. Participates collegially on CCSF Participatory Governance committees.

21. Establishes a productive working relationship with College constituencies and participatory governance groups facilitating effective delivery of programs and services in meeting the needs of students.

22. Develops and maintains effective working relationships with other administrators, including the Vice Chancellor of Academic Affairs and the Vice Chancellor of Finance and Administration, coordinating communication and activities with their divisions.

23. Supervises the College's annual graduation ceremony and honors process.

24. Performs other duties and responsibilities as assigned by the Chancellor.

**Examples of Duties (Continued, if applicable)**

**City College of San Francisco Minimum Requirements:**

1. Demonstrated knowledge, skills, and abilities to work with community college students with disabilities, various sexual orientations, and diverse academic, socioeconomic, cultural, and ethnic backgrounds (required).

2. Earned Master’s Degree or higher from an accredited institution of higher education with a preference given to an earned Doctoral Degree.
3. A minimum of five (5) years experience at the Dean or Vice President level or above in a community college or other post-secondary institution.

4. A minimum of five (5) years of direct instructional and/or student support services experience in an accredited post-secondary institution.

5. Demonstrated successful experience in supervision, budget development and management, personnel evaluation, program development and review, retention and enrollment management, and planning and implementation.

6. Highly effective leadership, communication (oral and written), presentation, and advocacy skills on issues related to student development and success.

7. Demonstrated commitment to public higher education access and excellence, equal employment opportunity, and diversity in a multicultural, multi-ethnic urban setting.

8. Demonstrated ability to develop team building through collegial consultation within a system of participatory governance.

9. Executive skills and expertise to manage faculty and staff relations with efficacy, strategic vision, and intellectual vitality; leadership skills that emphasize collaboration, consensus building, conflict resolution, and problem solving.

10. Fiscal knowledge, skills, and acumen to preserve student services and programs in any economic climate.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on the job posting.]

Minimum Qualifications (Continued, if applicable)

Desirable Qualifications:

1. Earned doctorate degree from an accredited institution.

2. Experience as a chief student services officer.

3. Knowledge of state and federal laws related specifically to community colleges.

4. Recently retired in a similar position, with interest in returning for a minimum of two years to assist with major transformation of Student Development, the College, and the District.

Application Procedure:

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and
received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified support staff, an administrator that you supervise, a colleague (administrator of similar rank), and a supervisor. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed. Foreign Degree Evaluation sources information is located on the left side margin.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

Applicants bear the sole responsibility for ensuring that all application materials are complete when submitted and are received by the Human Resources Department by 4:00 p.m. on the posting filing deadline. Postmarks will not be honored. Emails are not acceptable. Incomplete application packages will not be considered. All materials become the property of the City College of San Francisco, and will not be returned. Application files for this posting will not be considered for other postings.

For additional assistance, please call Human Resources Department at (415) 241-2246.
Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (interview with constituency groups as well as with the Chancellor).

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprinting processing, and verification of their legal right to work in the United States.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job posting at any time without prior notice.

All appointments are conditional until approved by the Board of Trustees, San Francisco Community College District.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Affirmative Action Office, (415) 241-2294.
Job Posting Preview

Position Information

Posting Number: 0120050

POSITION INFORMATION

Position Title: Vice Chancellor Academic Affairs
(Office of the Chancellor)

Title Code

Link to Job Brochure (if available): VCAA_App.pdf

Posting Date: 12-18-2012

Filing Deadline (All postings close at 4:00 PM): 02-07-2013

City College of San Francisco including the Human Resources Department will be closed for Winter break from December 24th to January 1st. The Human Resources Department will resume business on January 2, 2013.

Job Category: Administrative

Appointment Type: Administrative - Vice Chancellor

Employment Status: Negotiable (but no later than July 1, 2013)

Appointment Start Date

Appointment End Date

Bilingual (Classified):

Work Schedule/Load: 12-month appointment (228 days per academic year)

Location

The salary range for the position is competitive and based on related experience.

Salary

Benefits

Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

 Retirement Classification: STRS

DEPARTMENT INFORMATION

Department/Division

Contact: (for information regarding the duties)

Chancellor

Clara Starr, Dean of Human Resources
The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND become fiscally solvent. Once again, voters of the great "City by the Bay" voted overwhelmingly for a property tax initiative that will provide additional funds (§14 million) annually between 2013 and 2021 to help strengthen the District's fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students' lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

**Position Description:**

The Vice Chancellor of Academic Affairs reports to the Chancellor, works collaboratively with other Vice Chancellors at City College of San Francisco, and serves as the chief academic officer of the District responsible for providing leadership, vision, and direction for the academic departments and programs necessary to ensure student success and education goal attainment.

The Vice Chancellor is responsible for the College's accreditation related to academic affairs, enrollment management, program review, and the planning, developing, organizing, supervising, and evaluating of all instructional programs, instructional support services, including the library and learning resources, workforce and economic development, and the programmatic efforts associated with the College's schools, centers, and all additional site locations. The Vice Chancellor also serves as the primary contact for local, state, and federal agencies in matters pertaining to academic affairs.

The Vice Chancellor provides leadership and supervision to academic affairs administrators and programs and support services in the following areas throughout the District:

**Centers:**
Downtown
Mission
John Adams
Civic Center
Chinatown/North Beach
Evans
Southeast

**Instructional Support Services**
Faculty Support Services
Curriculum
Tenure Review
Faculty Evaluation
Course/Master Scheduling
Enrollment Management
Contract Education & Continuing Education
Educational Technology
Student Learning Outcomes
Library & Learning Resources
Catalog/Sabbatical/Articulation

Schools:
Behavioral Sciences/Social Sciences/Library/Multi-Cultural Studies
Business/Cultural Arts/Community Education
Career and Technical Education
English/Speech/Humanities/Journalism/Foreign Languages
ESL/International Studies
Health/Physical Education/Dance
Math/Science/Engineering
Visual and Performing Arts

Major Duties and Responsibilities:

1. Responsible for effective oversight of all the degree, certificate, program and curriculum offerings, including credit and noncredit, transfer, vocational, short-term occupational, community service, international education, and programs for students with special needs.

2. Provides ongoing support and collaborative leadership for the College's enrollment management efforts.

3. Supervises the coordination of curriculum development, review, and revision, and the formulation of recommendations for changes and improvements.

4. Assists academic college programs in addressing issues related to accreditation. Develops a system for the ongoing and systematic review and enhancement of programs related to maintaining a positive accreditation status.

5. Along with the Vice Chancellor of Administration and Finance, plans and recommends a schedule to meet annual FTES goal, and monitors the enrollment management efforts.

6. Oversees the integration of credit and noncredit offerings and of distance, hybrid, and on-campus offerings.

7. Promotes international, immigrant, and Study Abroad educational programs, and other means to further a global perspective at the College and in the community.

8. In collaboration with the Vice Chancellor of Student Development, facilitates, develops, and maintains positive working relationships with area high schools, colleges, universities, and community-based organizations and agencies.

9. Oversees and coordinates the continued development, assessment, and analysis of all student learning outcomes research and activities in the Academic Affairs departments and programs under the Vice Chancellor's
supervision. Ensures student learning outcomes are integrated with divisional planning and aligned with the program review process.

10. Participates in the College/District strategic planning process, coordinates related budget planning for academic programs, services, and facilities.

11. Coordinates activities with the Vice Chancellor of Administration and Finance, Dean of Human Resources, and with the Equal Opportunity Compliance Office to ensure that the hiring of qualified faculty is within the principles of sound budgetary management, hiring guidelines, and equal employment opportunity. Interviews all finalists for academic positions as delegated by the Chancellor.

12. Supports professional growth and development for all employees and coordinates such efforts with the Vice Chancellor of Student Development and the Vice Chancellor of Administration and Finance.

13. Directly supervises Associate Vice Chancellors of Instruction.

14. With the support and in collaboration with Associate Vice Chancellors of Instruction, supervises, trains and evaluates Academic Affairs administrators, faculty, and staff.

15. In coordination with the Employee Relations Office, ensures adherence to contractual obligations affecting faculty, including faculty evaluations, tenure review, retention, discipline, and dismissal.

16. Provides leadership for all Academic Affairs, including but not limited to: faculty support services, curriculum development and review, course/master scheduling, faculty evaluation, tenure review, and program review.

17. Recommends the conversion, construction, or acquisition of facilities as needed to better serve instructional programs.

18. Recommends capital equipment purchases and other support system needs.

19. Supervises the content preparation of various academic publications, such as the catalog and academic course schedule(s).

20. Assumes responsibility for the completion of all necessary state and federal academic reports and ensures compliance with all federal and state regulations and California Education Code requirements for all instructional programs.

21. Participates collegially on CCSF Participatory Governance committees.

22. Attends Board of Trustees' meetings; makes presentations and submits reports and action items related to areas of responsibility.

23. Communicates Board of Trustees' decisions, policies, and actions and supervises the implementation of these with other administrative staff in Academic Affairs.

24. Represents the College in local, regional, state, and national groups, organizations, and consortia, to coordinate with colleagues at the local and state level, foundations, businesses, agencies, post-secondary institutions, and community-based organizations, promoting effective
practices and services to the community.

25. Performs other duties and responsibilities as assigned by the Chancellor.

City College of San Francisco Minimum Requirements:

1. Earned Master's Degree or higher from an accredited institution of higher education, with a preference given to an earned Doctoral Degree.

2. A minimum of three (3) years full-time teaching experience in an accredited post-secondary institution.

3. A minimum of five (5) years experience at the Dean and/or Vice President level or above in a community college or other post-secondary institution.

4. Demonstrated leadership as an academic and/or student development administrator at a community college or other post-secondary institution.

5. Demonstrated successful experience in supervision, budget development, management and evaluation, personnel evaluation, program development, retention and enrollment development, and management-related activities.

6. Demonstrated knowledge, skills, and abilities in working with faculty, staff, and students as well as community groups of diverse academic, socioeconomic, cultural, sexual orientations, disability, and ethnic backgrounds.

7. Highly effective leadership, communication (oral and written), presentation, and advocacy skills.

8. Knowledgeable of state and federal laws related to higher education.

9. Fiscal knowledge, skills, and acumen to preserve instructional services and programs in any economic climate.

10. Demonstrated academic record of innovation and program development.

11. Experience demonstrating collaboration, consensus building, conflict resolution, and problem solving.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on the job posting.]

Desirable Qualifications:

1. Earned doctorate degree from an accredited institution.
Desirable Qualifications

2. Knowledgeable of state and federal laws related specifically to community colleges.

3. Recently retired in a similar position, with interest in returning for a minimum of two years to assist with major transformation of Academic Affairs, the College and the District.

Application Procedure:

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmations number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified support staff, an administrator that you supervise, a colleague (administrator of similar rank), and a supervisor. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed. Foreign Degree Evaluation sources information is located on the left side margin.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

Applicants bear the sole responsibility for ensuring that all application
materials are complete when submitted and are received by the Human Resources Department by 4:00 p.m. on the posting filing deadline. Postmarks will not be honored. Emails are not acceptable. Incomplete application packages will not be considered. All materials become the property of the City College of San Francisco, and will not be returned. Application files for this posting will not be considered for other postings.

For additional assistance, please call Human Resources Department at (415) 241-2246.

Application Procedure (Continued, if applicable)

Link to Additional Form(s)
(if available)

ADA Statement

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Special Instructions to Applicants

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants judged by the Committee as best matching the requirements of the position will be invited for an interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (interview with constituency groups as well as with the Chancellor).

Selection Procedure/Conditions of Employment

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprinting processing, and verification of their legal right to work in the United States.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job posting at any time without prior notice.

All appointments are conditional until approved by the Board of Trustees, San Francisco Community College District.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Affirmative Action Office, (415) 241-2294.

EEO Statement
AVC SCHOOL DEANS

AVC WORKFORCE & ECONOMIC DEVELOPMENT & EDUCATION CENTERS

AVC ENROLLMENT MGMT & INSTRUCTIONAL SUPPORT SVCS
Position Information

Posting Number 0130018

POSITION INFORMATION

Position Title Associate Vice Chancellor of Instruction - School Deans (Office of the Chancellor)

Title Code

Link to Job Brochure (if available)

Posting Date 02-28-2013

Filing Deadline (All postings close at 4:00 PM) 04-03-2013

City College of San Francisco including the Human Resources Department will be closed for Spring break from March 25th to April 1st. The Human Resources Department will resume business on April 2, 2013.

Job Category Administrative

Appointment Type Administrative - Associate Vice Chancellor

Employment Status: Negotiable

Appointment Start Date

Appointment End Date

Bilingual (Classified): No

Work Schedule/Load 12 month appointment (228 days per academic year)

Location

Salary

Benefits

Retirement Classification: STRS

DEPARTMENT INFORMATION

Department/Division Chancellor

Contact:(for information regarding the Clara Starr, Dean of Human Resources
City College of San Francisco:

The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND become fiscally solvent. Once again, voters of the great "City by the Bay" voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District's fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students' lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

Position Description:

The Associate Vice Chancellor of Instruction - School Deans, reports to the Vice Chancellor of Academic Affairs, works collaboratively with other Associate Vice Chancellors of Instruction and Administrators and is responsible for providing leadership and managerial skills that contribute to strategic and operational levels within academic affairs. The Associate Vice Chancellor provides direct supervision of all School Deans and administrative direction, oversight, and advocacy for the general operation of the College's Schools:
- Behavioral Sciences, Social Sciences & Multicultural Studies
- Business, Technology, Fashion & Hospitality
- English & Foreign Languages
- English as a Second Language (ESL), International Education & Transitional Studies
- Health, Physical Education & Social Services
- Science, Technology, Engineering & Mathematics (STEM)
- Visual & Performing Arts, Journalism & Speech

The Associate Vice Chancellor of Instruction - School Deans serves as a member of the Academic Affairs Division leadership team providing leadership, administrative direction and supervision to assigned staff; develops, implements and reviews expectations for performance and standards of excellence consistent with established College and District goals and objectives; supports College accreditation and assists in the attainment and maintenance of accreditation for all programs; recommends and implements techniques to improve department policies and practices; maintains state-of-the-art practices and methodology; and keeps current on emerging technologies, trends and practices in the field.

Major Duties and Responsibilities:

1. Provides leadership and direction in the planning, development, and
continuous evaluation and improvement of the instructional disciplines, programs, and services aligned with the College mission; and collaborates with the other Associate Vice Chancellors of Instruction and Instructional Deans to plan and implement programs for Schools and Education Centers that address student needs.

2. Works with the School Deans to oversee the integration of School credit and noncredit offerings, distance, hybrid, and on-campus/center offerings including facilitating grant applications for areas of responsibility.

3. Regularly meets with School Deans to ensure all instructional matters, such as enrollment management, operational budgets, and technology support are addressed and support maximum student access, retention, and success efforts.

4. Participates in the College/District strategic planning process by coordinating and supervising the goals and planning activities of the instructional disciplines, programs, and services, and facilitating completion of goals to ensure compliance with accreditation, state and federal criteria concerning academics.

5. Works with the Vice Chancellor of Academic Affairs, other Associate Vice Chancellors of Instruction, Instructional Deans, and Student Services Deans in developing the College's enrollment management plans including evaluating course enrollment trends and providing institutional enrollment management efforts.

6. Works with the School Deans to provide leadership and supervision of curriculum development, review, and revision and makes recommendations to the Vice Chancellor of Academic Affairs.

7. Collaborates with College leaders to promote international, immigrant, and Study Abroad educational programs, and other means to further global perspectives at the College.

8. Plans, recommends, and implements multiple budgets for assigned areas and takes necessary action to ensure that the Schools operate in compliance with budget limitations and established fiscal policies.

9. In concert with the School Deans, coordinates the timely development of program reviews and new academic programs within each School as approved in the strategic plan.

10. Supervises, coordinates, and directs the activities of the School Deans including the evaluation process of the School Deans and staff; serves as chair to hiring and evaluation committees of School administrators, and manages complex personnel situations as needed.

11. Serves as a member of the Academic Affairs Division leadership and participates in establishing and achieving institutional goals in accordance with the District's educational master plan; directs the development of short- and long-range plans for instructional services in coordination with leadership of other College departments; and supports College accreditation and assists in the attainment and maintenance of accreditation for all programs.

12. Collaborates with the Vice Chancellor for Academic Affairs and the other Associate Vice Chancellors of Instruction to systemize the implementation of a detailed calendar of activities and the communication needed to support College curriculum, programs, and services.
13. Provides administrative oversight and coordination of the continued development, assessment, and analysis of student learning outcomes and research; and ensures integration and alignment with the academic strategic planning and the program review process.

14. Develops, implements and reviews expectations for performance and standards of excellence consistent with established College and District goals and objectives; provides for staff participation in achieving established goals and objectives for assigned areas; recommends changes in assigned areas as appropriate to increase efficiency, effectiveness and quality of instructional programs and services; and assures that all areas of the instructional program interface effectively and are appropriately integrated with student services.

15. Assures compliance with a variety of applicable laws, rules, regulations and requirements related to community college instruction; and in consultation with the Vice Chancellor of Academic Affairs and in coordination with the Employee Relations Office, ensures adherence to contractual obligations and assists with updates to contractual language as applicable.

16. Oversees hiring of assigned academic and classified personnel; responsible for the performance of direct reports; delegates and reviews assignments and projects; establishes clear expectations for effective performance and evaluates work products and results.

17. Supervises the professional conduct of staff and promotes a work culture of cooperation, mutual support, and optimal customer service; cooperates with Employee Relations in resolving personnel disciplinary matters and serves as a grievance officer on personnel disciplinary matters as applicable.

18. Participates collegially on Participatory Governance committees, and chairs certain ad hoc committees as commissioned by the Vice Chancellor of Academic Affairs.

19. Represents the College in local, regional, state and national groups, organizations, K-12 schools and post-secondary institutions.

20. Responsible for performing special projects and provides fact finding and troubleshooting activities in areas of special interest as assigned by the Vice Chancellor of Academic Affairs.

21. Attends Board of Trustees' meetings; presents and submits reports and action items related to areas of responsibility.

22. Coordinates efforts with the District's Marketing Department to implement a marketing and promotion plan for the Schools' instructional programs and services.

23. Performs other duties and responsibilities as assigned by the Vice Chancellor of Academic Affairs.

Minimum Requirements:
1. Earned Master's Degree or higher from an accredited institution of higher education, with a preference given to an earned Doctoral Degree.

2. A minimum of three (3) years full-time teaching experience in an accredited post-secondary institution.

3. A minimum of three (3) years experience at the Dean and/or Vice President level or above in a community college or other post-secondary institution.

4. Demonstrated leadership as an academic and/or student development administrator at a community college or other post-secondary institution.

5. Demonstrated successful experience in supervision, budget development, management and evaluation, personnel evaluation, program development, retention and enrollment development, and management-related activities.

6. Demonstrated knowledge, skills, and abilities in working with faculty, staff, and students as well as community groups of diverse academic, socioeconomic, cultural, sexual orientations, disability, and ethnic backgrounds.

7. Highly effective leadership, communication (oral and written), presentation, and advocacy skills.

8. Knowledgeable of state and federal laws related to higher education.

9. Fiscal knowledge, skills, and acumen to preserve instructional services and programs in any economic climate.

10. Demonstrated academic record of innovation and program development.

11. Experience demonstrating collaboration, consensus building, conflict resolution, and problem solving.

12. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on the job posting.]

Minimum Qualifications (Continued, if applicable)

Desirable Qualifications:

1. Earned doctoral degree from an accredited college or university.

2. Experience with facilities management.

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

4. Experience with planning, accreditation, and student learning outcomes.
Application Procedure:

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified support staff, an administrator that you supervise, a colleague (administrator of similar rank), and a supervisor. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant’s CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

Applicants bear the sole responsibility for ensuring that all application materials are complete when submitted and are received by the Human Resources Department by 4:00 p.m. on the posting filing deadline. Postmarks will not be honored. Emails are not acceptable. Incomplete application packages will not be considered. All materials become the property of the City College of San Francisco, and will not be returned. Application files for this posting will not be considered for other postings.
For additional assistance, please call Human Resources Department at (415) 241-2246.

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (interview with constituency groups as well as with the Chancellor).

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprinting processing, and verification of their legal right to work in the United States.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job posting at any time without prior notice.

All appointments are conditional until approved by the Board of Trustees, San Francisco Community College District.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Title 5/EOO/ADA Compliance Officer, (415) 241-2294.
Job Posting Preview

Position Information

Posting Number 0130019

POSITION INFORMATION

Associate Vice Chancellor of Instruction - Workforce & Economic Development & Education Centers
(Office of the Chancellor)

Position Title

Title Code

Link to Job Brochure (if available)

Posting Date 02-28-2013

Filing Deadline 04-03-2013
(All postings close at 4:00 PM)

City College of San Francisco including the Human Resources Department will be closed for Spring break from March 25th to April 1st. The Human Resources Department will resume business on April 2, 2013.

Additional Filing Deadline Information

Job Category Administrative

Appointment Type Administrative - Associate Vice Chancellor

Employment Status:

Appointment Start Date Negotiable

Appointment End Date

Bilingual (Classified):

Work Schedule/Load 12 month appointment (228 days per academic year)

Location

Salary

The salary range for the position is competitive and based on related experience.

Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

Benefits

Retirement Classification: STRS

DEPARTMENT INFORMATION

Department/Division Chancellor
POSTING TEXT

City College of San Francisco:

The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND become fiscally solvent. Once again, voters of the great "City by the Bay" voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District's fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students' lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

Position Description:

The Associate Vice Chancellor of Instruction - Workforce & Economic Development & Education Centers reports to the Vice Chancellor of Academic Affairs, works collaboratively with other Associate Vice Chancellors of Instruction and Administrators and is responsible for providing leadership and supporting the College's mission in providing administrative direction, oversight, and advocacy for the development, coordination, operations, and evaluation of the College's Workforce Development and Economic Development programs including the Apprenticeship Programs and the Education Centers. The Associate Vice Chancellor assumes leadership of the Education Centers in their delivery and continual evaluation and improvement of institutional programs and services that address the needs of the community and serves as the institutional liaison between the College and community groups, business and non-profit organizations.

The Associate Vice Chancellor of Instruction - Workforce & Economic Development & Education Centers serves as a member of the Academic Affairs Division leadership team to provide leadership, administrative direction and supervision to assigned staff; develop, implement and review expectations for performance and standards of excellence consistent with established College and District goals and objectives; support College accreditation and assist in the attainment and maintenance of accreditation for all programs; recommend and implement techniques to improve department policies and practices; take optimum advantage of opportunities and maintain state-of-the-art practices; and methodology; and keeps current on emerging technologies, trends and practices in the field.

Major Duties and Responsibilities:
Workforce & Economic Development & Apprenticeship
The Associate Vice Chancellor of Instruction - Workforce & Economic Development & Education Centers serves as the District's major advisor and economic development contact for the College in fulfilling the workforce training needs of local and regional business and industry through leadership, communication, and liaisons with private and public sector educational and training providers. The Associate Vice Chancellor provides administrative leadership and supervision for Continuing Education, Contract Education, and the Apprenticeship programs.

1. Provides leadership to ensure the implementation, collaboration, and promotion of career programs, economic development and workforce education at the College and the Education Centers and sites that will position students for success in the workforce and/or higher education.

2. Plans, implements, and reports on the Workforce and Economic Development and Apprenticeship programs; interprets research and labor market data to assist with development of instructional programs; reviews, communicates, and ensures understanding and cooperation with current and planned changes regarding vocational and legislative policies and expectations; and supervises the continuous improvement of systems of performance evaluation and student learning outcomes.

3. Identifies and attracts funding opportunities including securing grants and additional funding to support career education, workforce development, and economic development at the College and in regional collaborative efforts, and ensures these programs are successfully implemented.

4. Supervises Special Projects and Career and Technical Education programs (CTEA, MPICT, ATTE Center, BioLink, COE, WIA, IDRC, TCN, and Career Pathway Dual Enrollment) serving under-represented students.

5. Prepares and monitors the annual budgets for workforce development and other areas of responsibility; prepares justifications and recommendations; assures maintenance of documentation according to established policies and procedures.

6. Participates in long-term educational planning in conjunction with other Instructional Deans, with specific emphasis in Career and Technical Education and Economic Development.

Education Centers
The Associate Vice Chancellor of Instruction - Workforce & Economic Development & Education Centers assumes leadership of the Education Centers in their delivery and continual evaluation and improvement of institutional programs and services that address student needs and serves as the institutional liaison between the College, community groups, business, and non-profit organizations.

7. Works collaboratively with the other Associate Vice Chancellors of Instruction and Instructional Deans to plan, implement, and ensure reliability and integrity of the instructional programs and services offered at the Centers that address student and business community needs.

8. Supervises, coordinates and directs the activities of the Education Center Deans including the evaluation process of the Center Deans and staff; serves as chair to hiring and evaluation committees of Center
administrators and manages complex personnel situations as needed.

9. Regularly meets with Center Deans to ensure instructional, operational and personnel matters are addressed and supports maximum student access, retention, and success.

10. Works collaboratively with the other Associate Vice Chancellors to publish and update accreditation and regulatory activities; organizes and coordinates the accreditation work tasks for all Education Centers.

11. Plans, recommends, and implements multiple budgets for assigned areas and takes necessary actions to ensure that the Education Centers operate in compliance with budget limitations and established fiscal policies.

12. Participates in the College/District strategic planning process by coordinating and supervising the goals and planning activities of the Education Centers and facilitates completion of goals to ensure compliance with accreditation and state and federal criteria.

13. Works with the Center Deans, School Deans, the Buildings and Grounds Department, and the Public Safety Office to ensure the overall operation, maintenance, and safety of the Centers' facilities and safety of the students, faculty and staff.

14. Serves as a member of the Academic Affairs Division leadership and participates in establishing and achieving institutional goals in accordance with the District's educational master plan; directs the development of short- and long-range plans for instructional services in coordination with leadership of other College departments; supports College accreditation and assists in the attainment and maintenance of accreditation for all programs.

15. Collaborates with the Vice Chancellor of Academic Affairs and the other Associate Vice Chancellors of Instruction to systemize the implementation of a detailed calendar of activities and the communication needed to support College curriculum, programs, and services.

16. Provides administrative oversight and coordination of the continued development, assessment, and analysis of student learning outcomes, and research; and ensures integration and alignment with academic strategic planning and the program review process.

17. Develops, implements and reviews expectations for performance and standards of excellence consistent with established College and District goals and objectives; provides for staff participation in achieving established goals and objectives for assigned areas; recommends changes in assigned areas as appropriate to increase efficiency, effectiveness and quality of instructional programs and services; and assures that all areas of the instructional program interface effectively and are appropriately integrated with student services.

18. Assures compliance with a variety of applicable laws, rules, regulations and requirements related to community college instruction; and in consultation with the Vice Chancellor of Academic Affairs and in coordination with the Employee Relations Office, ensures adherence to contractual obligations and assists with updates to contractual language as applicable.

19. Oversees hiring of assigned academic and classified personnel;
responsible for the performance of direct reports; delegates and reviews assignments and projects; establishes clear expectations for effective performance and evaluates work products and results.

20. Supervises the professional conduct of staff and promotes a work culture of cooperation, mutual support, and optimal customer service; cooperates with Employee Relations in resolving personnel disciplinary matters and serves as a grievance officer on personnel disciplinary matters as applicable.

21. Participates collegially on Participatory Governance committees, and chairs ad hoc committees as commissioned by the Vice Chancellor of Academic Affairs.

22. Represents the college in local, regional, state and national groups, organizations, K-12 schools and post-secondary institutions.

23. Performs special projects and provides fact finding and troubleshooting activities in areas of special interest as assigned by the Vice Chancellor of Academic Affairs.

24. Attends Board of Trustees' meetings; presents and submits reports and action items related to areas of responsibility.

25. Coordinates efforts with the District's Marketing Department to implement a marketing and promotion plan for the Schools' instructional programs and services.

26. Performs other duties and responsibilities as assigned by the Vice Chancellor of Academic Affairs.

Minimum Requirements:

1. Earned Master's Degree or higher from an accredited institution of higher education, with a preference given to an earned Doctoral Degree.

2. A minimum of three (3) years full-time teaching experience in an accredited post-secondary institution.

3. A minimum of three (3) years experience at the Dean and/or Vice President level or above in a community college or other post-secondary institution.

4. Demonstrated leadership as an academic and/or student development administrator at a community college or other post-secondary institution.

5. Demonstrated successful experience in supervision, budget development, management and evaluation, personnel evaluation, program development, retention and enrollment development, and management-related activities.

6. Demonstrated knowledge, skills, and abilities in working with faculty, staff, and students as well as community groups of diverse academic, socioeconomic, cultural, sexual orientations, disability, and ethnic backgrounds.

7. Highly effective leadership, communication (oral and written), presentation, and advocacy skills.
8. Knowledgeable of state and federal laws related to higher education.

9. Fiscal knowledge, skills, and acumen to preserve instructional services and programs in any economic climate.

10. Demonstrated academic record of innovation and program development.

11. Experience demonstrating collaboration, consensus building, conflict resolution, and problem solving.

12. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on the job posting.]

**Desirable Qualifications:**

1. Earned doctoral degree from an accredited college or university.

2. Experience with facilities management.

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

4. Experience with planning, accreditation, and student learning outcomes.

**Application Procedure:**

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.
2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. **The statement "See Resume" is not acceptable.**

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified support staff, an administrator that you supervise, a colleague (administrator of similar rank), and a supervisor. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant’s CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

Applicants bear the sole responsibility for ensuring that all application materials are complete when submitted and are received by the Human Resources Department by 4:00 p.m. on the posting filing deadline. Postmarks will not be honored. Emails are not acceptable. Incomplete application packages will not be considered. All materials become the property of the City College of San Francisco, and will not be returned. Application files for this posting will not be considered for other postings.

For additional assistance, please call Human Resources Department at (415) 241-2246.

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**Application Procedure (Continued, if applicable)**

**Link to Additional Form(s)**

(if available)

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**ADA Statement**

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

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**Special Instructions to Applicants**

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (interview with constituency groups as well as with the Chancellor).
Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprinting processing, and verification of their legal right to work in the United States.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job posting at any time without prior notice.

All appointments are conditional until approved by the Board of Trustees, San Francisco Community College District.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Title 5/EEO/ADA Compliance Officer, (415) 241-2294.
Job Posting Preview

Position Information

Position Number: 0130023

POSITION INFORMATION

Position Title: Associate Vice Chancellor of Instruction - Enrollment Management & Instructional Support Services (Office of the Chancellor)

Posting Date: 02-28-2013

Filing Deadline: 04-03-2013

Additional Filing Deadline Information: City College of San Francisco including the Human Resources Department will be closed for Spring break from March 25th to April 1st. The Human Resources Department will resume business on April 2, 2013.

Job Category: Administrative

Appointment Type: Administrative - Associate Vice Chancellor

Employment Status: Negotiable

Appointment Start Date:

Appointment End Date:

Bilingual (Classified): Yes

Work Schedule/Load: 12 month appointment (228 days per academic year)

Location:

Salary:

Benefits: Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

Retirement Classification: STRS

DEPARTMENT INFORMATION

Department/Division: Chancellor
Clara Starr, Dean of Human Resources

(415) 241-2249
cstarr@ccsf.edu

City College of San Francisco:

The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND becomes fiscally solvent. Once again, voters of the great “City by the Bay” voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District’s fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students' lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

Position Description:

The Associate Vice Chancellor of Instruction - Enrollment Management and Instructional Support Services reports to the Vice Chancellor of Academic Affairs, works collaboratively with other Associate Vice Chancellors of Instruction and Administrators and is responsible for providing leadership, direction, oversight, and advocacy for the development, coordination, operations, and evaluation of the enrollment management and instructional support services including faculty support services, curriculum, tenure review, faculty evaluation, course/master scheduling, catalog, sabbaticals, articulation, educational technology, student learning outcomes, and library, library information technology, and learning resources. The Associate Vice Chancellor Instruction - Enrollment Management and Instructional Support Services manages and supervises the Associate Dean of Instructional Support Services.

The Associate Vice Chancellor of Instruction - Enrollment Management & Instructional Support Services serves as a member of the Academic Affairs Division leadership team providing leadership, administrative direction and supervision to assigned staff; develops, implements and reviews expectations for performance and standards of excellence consistent with established College and District goals and objectives; supports College accreditation and assists in the attainment and maintenance of accreditation for all programs; recommends and implements techniques to improve department policies and practices; maintains state-of-the art practices and methodology; and keeps current of emerging technologies, trends and practices in the field.

Major Duties and Responsibilities:

1. Under the direction of the Vice Chancellor of Academic Affairs, serves as the major advisor and resource administrator in the development and
monitoring of the College's enrollment management plans including evaluating course enrollment trends, providing input to institutional enrollment management efforts, and related reporting requirements including the 320 report and other required state and federal reports.

2. Works collaboratively with instructional administrators to review, study, develop, modify and enhance curricular recommendations and encourage expansion of the instructional program to meet the diverse needs of students; supervises all matters related to curriculum and instruction in the College, including evening, weekend, and summer courses, scheduling, and overload; maintain curriculum-related modules and oversee the development of curriculum-related reports and proposals.

3. Provides administrative implementation and coordination of the tenure review process and the sabbatical leave program including chairing the Sabbatical Review Committee in observance of the appropriate contractual obligations.

4. Provides administrative implementation and coordination of the faculty evaluation process (full- and part-time) and ensures integration and alignment with student learning outcomes when applicable.

5. Supervises and coordinates preparation of college publications as they relate to the instructional programs including the college catalog, master schedule of classes, and other necessary instructional publications; maintains the curriculum section of the catalog, the catalog on the web, and the Banner Catalog Module; and maintains and updates the Faculty Employee Handbook.

6. Supervises the Articulation Officer to insure production of Articulation agreements and smooth transfer of courses.

7. Responsible for the assignment of classrooms, laboratories and other instructional facilities; monitors the faculty assignment forms and is responsible for the supervision of related data entry.

8. Maintains and updates appropriate Enterprise Resource Planning System (ERP) data elements; proposes modifications to the ERP system; serves as the lead person and participates in the ERP work group for the scheduling area; monitors faculty workloads and maintains the ERP faculty load module.

9. Assists the Associate Dean of Instructional Support assigns classrooms and office space in communication with Center Deans, School Deans, and department chairs as appropriate; coordinates with Buildings and Grounds and Facilities Planning when appropriate.

10. Manages the staff and the operations of the Evening and Saturday Instructional Support Office.

11. Assists the Vice Chancellor of Academic Affairs in recommending the conversion, construction, or acquisition of departmental facilities as needed to better serve instructional programs.

12. Acts as the liaison between Information Technology Services (ITS) and the Academic Affairs Division in all matters relating to Management Information Systems (MIS).

13. Provides leadership to the College's Educational Technology
department to provide educational programs and services that promote successful learning and student achievement; and provide faculty training in the use of educational technologies to enhance teaching and learning in face-to-face classrooms and via distance education.

14. Assists the Associate Dean of Instructional Support in providing administrative leadership and supervision for the multiple College Libraries located at the Ocean Campus and at the various educational centers; supervises the library administration to ensure Library and Learning Resources adequately support instructional programs, and matters related to Library and Learning Resources for local, state, and federal agencies are addressed.

15. Assists the Associate Dean of Instructional Support with the management and supervision of the classified staff in the following areas: Educational Technology, Library & Learning Resources, Library Information Technology, Faculty Support Services, Course/Master Scheduling, and Catalog.

16. Oversees and collaborates with the Associate Dean of Instructional Support in providing administrative oversight of the budget, personnel, and operations for the following areas: Educational Technology, Library & Learning Resources, Library Information Technology, and Faculty Support Services, Course/Master Scheduling, and Catalog.

17. Serve as a member of the Academic Affairs Division leadership and participate in establishing and achieving institutional goals in accordance with the District's educational master plan; direct the development of short- and long-range plans for instructional services in coordination with leadership of other College departments; and supports College accreditation and assists in the attainment and maintenance of accreditation for all programs.

18. Collaborates with the Vice Chancellor for Academic Affairs and the other Associate Vice Chancellors of Instruction systemizes the implementation of a detailed calendar of activities and the communication needed to support College curriculum, programs, and services.

19. Develops, implements and reviews expectations for performance and standards of excellence consistent with established College and District goals and objectives; provides for staff participation in achieving established goals and objectives for assigned areas; recommends changes in assigned areas as appropriate to increase efficiency, effectiveness and quality of instructional support programs and services; and assures that all areas of the instructional support services program interface effectively and are appropriately integrated with student services.

20. Assures compliance with a variety of applicable laws, rules, regulations and requirements related to community college instruction; and in consultation with the Vice Chancellor of Academic Affairs and in coordination with the Employee Relations Office, ensures adherence to contractual obligations and assist with updates to contractual language as applicable.

21. Oversees the hiring of and provides leadership, administrative direction and supervision to assigned academic and classified staff; delegates and reviews assignments and projects; establishes clear expectations for effective performance and evaluates work products and results.
22. Supervises the professional conduct of staff and promotes a work culture of cooperation, mutual support, and optimal customer service; cooperates with Employee Relations in resolving personnel disciplinary matters and serves as a grievance officer on personnel disciplinary matters as applicable.

23. Participates collegially on Participatory Governance committees, and chairs ad hoc committees as commissioned by the Vice Chancellor of Academic Affairs.

24. Represents the College in local, regional, state and national groups, organizations, K-12 schools, and post-secondary institutions.

25. Responsible for performing special projects and providing fact finding and troubleshooting activities in areas of special interest as assigned by the Vice Chancellor of Academic Affairs.

26. Attends Board of Trustees’ meetings; makes presentations and submits reports and action items related to areas of responsibility.

27. Coordinates efforts with the District’s Marketing Department to implement a marketing and promotion plan for the Schools, instructional programs and services.

28. Performs other duties and responsibilities as assigned by the Vice Chancellor of Academic Affairs.

Minimum Requirements:

1. Earned Master’s Degree or higher from an accredited institution of higher education, with a preference given to an earned Doctoral Degree.

2. A minimum of three (3) years full-time teaching experience in an accredited post-secondary institution.

3. A minimum of three (3) years experience at the Dean and/or Vice President level or above in a community college or other post-secondary institution.

4. Demonstrated leadership as an academic and/or student development administrator at a community college or other post-secondary institution.

5. Demonstrated successful experience in supervision, budget development, management and evaluation, personnel evaluation, program development, retention and enrollment development, and management-related activities.

6. Demonstrated knowledge, skills, and abilities in working with faculty, staff, and students as well as community groups of diverse academic, socioeconomic, cultural, sexual orientations, disability, and ethnic backgrounds.

7. Highly effective leadership, communication (oral and written), presentation, and advocacy skills.

8. Knowledgeable of state and federal laws related to higher education.
9. Fiscal knowledge, skills, and acumen to preserve instructional services and programs in any economic climate.

10. Demonstrated academic record of innovation and program development.

11. Experience demonstrating collaboration, consensus building, conflict resolution, and problem solving.

12. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on the job posting.]

Minimum Qualifications (Continued, if applicable)

Desirable Qualifications:

1. Earned doctoral degree from an accredited college or university.

2. Experience with facilities management.

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

4. Experience with planning, accreditation, and student learning outcomes.

Application Procedure:

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.
3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified staff, an administrator that you supervise, a colleague (administrator of similar rank), and a supervisor. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

Applicants bear the sole responsibility for ensuring that all application materials are complete when submitted and are received by the Human Resources Department by 4:00 p.m. on the posting filing deadline. Postmarks will not be honored. Emails are not acceptable. Incomplete application packages will not be considered. All materials become the property of the City College of San Francisco, and will not be returned. Application files for this posting will not be considered for other postings.

For additional assistance, please call Human Resources Department at (415) 241-2246.

Application Procedure (Continued, if applicable)

Link to Additional Form(s) (if available)

ADA Statement

Special Instructions to Applicants

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Selection Procedure/Conditions of Employment

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (interview with the Chancellor and at the Chancellor's discretion, other appropriate parties).

Employees must satisfy all the pre-employment requirements for a CCSF
Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprinting processing, and verification of their legal right to work in the United States.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job posting at any time without prior notice.

All appointments are conditional until approved by the Board of Trustees, San Francisco Community College District.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Title 5/EEO/ADA Compliance Officer, (415) 241-2294.
CENTER DEANS:
  JOHN ADAMS & CIVIC CENTERS

DOWNTOWN CENTER

CHINATOWN/NORTH BEACH CENTER

EVANS & SOUTHEAST CENTERS

MISSION CENTER
# Job Posting Preview

## Position Information

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### POSITION INFORMATION

**Position Title**

**Center Dean, John Adams & Civic Centers**  
(Office of the Chancellor)

**Title Code**

**Link to Job Brochure**  
(If available)

**Posting Date**

02-14-2013

**Filing Deadline**  
(All postings close at 4:00 PM)

03-20-2013

**Additional Filing Deadline Information**

**Job Category**

Administrative

**Appointment Type**

Administrative - Dean

**Employment Status:**

**Appointment Start Date**

Negotiable

**Appointment End Date**

**Bilingual (Classified):**

**Work Schedule/Load**

12 month appointment (228 days per academic year)

**Location**

**Salary**

The salary range for the position is competitive and based on related experience.

Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

**Retirement Classification:** STRS

## DEPARTMENT INFORMATION

**Department/Division**

Chancellor

**Contact:** (for information regarding the duties)

Clara Starr, Dean of Human Resources

**Contact Phone/Extension**

(415) 241-2249

**Contact Email**

csarr@ccsf.edu

## POSTING TEXT

City College of San Francisco
The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND becomes fiscally solvent. Once again, voters of the great “City by the Bay” voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District’s fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students’ lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

**Position Description:**
Under the direction and supervision of the Associate Vice Chancellor Workforce and Economic Development & Center Deans, the Center Dean serves as the institutional leader and on-site Center administrator, and is instrumental in the delivery of instructional and support services that address the on-going needs of the students and community. The Center Dean serves as the liaison between community groups, business and non-profit organizations and the College.

The Center Dean also serves as the liaison between senior administration, department chairs, faculty and classified staff and works cooperatively with other Center and School Deans to affect decision-making, resolve problems, and anticipate and respond to future needs and ensure the smooth operation of the instructional and support services operation of the Center, including supporting student governance and student activities. He/she is responsible for all aspects of the Center’s day-to-day operations including: mandated reporting; facility and budget management; monitoring enrollment patterns and average class sizes; and generated revenues, expenditures, and financial results. The Center Dean works in collaboration with the School Deans and department chairs to recommend annual goals and objectives for the educational center and assumes overall responsibility for the supervision of assigned department chairs, faculty and classified staff as appropriate. He/she collaborates with appropriate divisions of the College to ensure diversity and student equity and to foster a supportive, positive, and productive environment for the Center’s diverse employees and students.

**John Adams Center**
Built in 1911 as Lowell High School, the John Adams Center is located in the Haight-Ashbury district of San Francisco, noted for its role as a center of the 1960s hippie movement. The John Adams Center consists of 64 classrooms and labs, an auditorium, a state-of-the-art child care center, and offices for counseling and administrative services. The Center provides instructional courses and programs in the following areas: Physical Education & Dance, Administration of Justice & Fire Science, Child Development & Family Studies, Vocational Nursing, Health Care Technology, Consumer Education/Nutrition Assistant, Business and Office Technology, Transitional Studies, English as a Second Language (ESL), and Fashion. A complete array of Student Development Services including admissions and records, counseling, financial aid, scholarship, student activities, multicultural retention, and learning assessment activities are offered at the Center.
The Center also houses a General Education Development (GED) testing center, a Job Matching Program Center, a bookstore, and the Welcome Back Center designed to assist foreign trained healthcare professionals' transition into health careers in the United States.

**Civic Center**
The Civic Center locations include the principal educational center at 750 Eddy Street, and off-site locations at the Fort Mason Art Center, A.P. Giannini Middle School in the outer Sunset District and Park Presidio United Methodist Church in the Inner Richmond District. The Civic Center provides instruction in English as a Second Language (ESL), Vocational English as a Second Language (VESL), VESL Immersion Program (VIP), Business Office Support Skills (BOSS) and Computer Applications (COMP), most of which are designated as Career Development and College Preparation (CDCP) courses and qualify for enhanced noncredit funding. In addition to its extensive noncredit course offerings, there is a limited selection of Child Development and Student Development credit classes. A complete array of Student Development Services including admissions and records, counseling, financial aid, scholarship, student activities, multicultural retention, and learning assessment activities are offered at the Center. The Center also houses Steps to Credit workshops, and a bookstore.

**Major Duties and Responsibilities:**

**Academic**
1. Collaborate with School Deans, department chairs, faculty, and classified staff to provide and evaluate courses, program offerings and student services that meet the Center's student and community needs; utilize effective outreach to determine if the needs of the community are being met by the Center.

2. Work with School Deans and department chairs to monitor enrollment patterns, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

3. Provide sustained leadership and work directly with Center faculty including department chairs and faculty coordinators to prioritize program review requests for resource allocation.

4. In consultation with School Deans and department chairs, provide support for evening, summer, and/or weekend courses including reviewing and monitoring the scheduling of evening, summer, and weekend classes for the Center and various satellite sites.

5. Work with Student Services, Counseling Deans and department chairs, as appropriate, to coordinate student services and provide day-to-day oversight of counselors' work schedules, pre-registration and other special counseling projects.

6. Plan and conduct regular meetings with Center personnel; promote a team effort; communicate relevant College deadlines, policies, procedures, applicable regulations of outside agencies, and other matters of interest or compliance to department chairs, faculty, classified staff, and students.

7. Maintain details of day-to-day operations, and building supervision, including coordinating and maintaining site utilization, space availability, facilities inventory, and room allocation; oversee the assignment of offices.
to faculty.

8. Oversee the allocation of the Center’s equipment, technology, and supplies, including maintenance, repair, storage, inventory, disposal, etc.; execute all Center-related purchase orders and documents necessary for expenditures.

**Planning & Development**

9. Work directly with School Deans, department chairs, faculty coordinators, faculty and classified staff to develop and coordinate Center review priorities and activities.

10. Collaborate with School Deans and provide leadership to department chairs and faculty in their assessment of student learning outcomes as they relate to courses and programs.

11. Engage with department chairs, faculty and classified staff to assess new technologies and software to improve pedagogy and learning outcomes, increase opportunities for student access, and enhance the effectiveness and efficiency of the work environment.

12. Prepare annual Center goals, participate in planning activities, and facilitate completion of Center goals; work with School Deans and department chairs to ensure all accreditation, State and federal criteria concerning academics is followed.

13. Work with School Deans, department chairs, faculty coordinators, faculty and classified staff to plan and implement all activities required for program accreditation.

14. Coordinate efforts with the District’s Marketing Department to implement a marketing and promotion plan for the Center.

**Budget/Fiscal Management**

15. In compliance with District guidelines and in consultation with the School Deans develop and monitor feasible revenue and expenditure budgets for the Center; manage budget performance to meet District budget goals, ensuring that the Center remains fiscally sound and is operated within its allocated budget.

16. Facilitate grant applications for Center programs and/or areas of responsibility.

**Liaison/Relationships with Community**

Serve as the institutional leader and community liaison for the Center and College by:

17. Participating in community activities and professional organizations that foster student diversity and are aligned with the District and the John Adams & Civic Centers' mission and goals.

18. Establishing and maintaining positive working relationships with area high schools, colleges, universities, and business and community-based organizations that promote and benefit the John Adams & Civic Centers' education programs.

19. Maintaining community advisory committees for the Center and attending occupational advisory committee meetings if necessary.
Educational Leadership
20. Support department chairs, faculty coordinators, faculty, and classified staff by working with administration to ensure resources and opportunities are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills.

Personnel
21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

22. In accord with District policies, contracts, and procedures, manage the professional conduct of assigned department chairs, faculty, and classified staff and collaborate with Employee Relations in resolving employee disciplinary matters; where resolution is not reached at the departmental level, serve as the administrative grievance officer in employee discipline processes.

General
23. Promote a work culture aligned with the College's mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

24. Serve on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

25. Attend Board of Trustees' meetings; make presentations and submit reports and action items related to areas of responsibility.

26. Perform additional administrative duties and services as requested and assigned.

Minimum Requirements:

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

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction or Student Services in an accredited institution.

4. Strong skills in verbal and written communication, organizational management and strategic planning.

5. Demonstrated ability to establish and maintain effective working relationships.

6. Proven track record as a leader, instructor, and public servant in a variety of settings.

7. Evidence of effective planning in the management, supervision, and
evaluation of employees and their assigned work.

8. Demonstrated experience in managing financial resources effectively, including determining how best to utilize resources and managing budget and expenditures.

9. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]

Desirable Qualifications:

1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.

2. Equivalent to five years of full-time teaching, student services, and/or professional experience at a community college.

3. Experience with facilities management.

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

5. Experience with planning, accreditation, and student learning outcomes.


7. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.

8. Experience with data driven strategic planning and decision-making.

9. Demonstrated successful experience in first-level administration of faculty and staff.

Application Procedure:

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any
documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified and/or support staff, an administrator, a supervisor, and a colleague of managerial, supervisory ranking. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

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Application Procedure (Continued, if applicable)

Link to Additional Form(s) (if available)

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EEO Statement
Job Posting Preview

Position Information

Posting Number 0130021

POSITION INFORMATION

Position Title Center Dean, Downtown Center
(Office of the Chancellor)

Title Code

Link to Job Brochure
(if available)

Posting Date 02-14-2013

Filing Deadline
(All postings close at 4:00 PM) 03-20-2013

Additional Filing Deadline Information

Job Category Administrative

Appointment Type Administrative - Dean

Employment Status:

Appointment Start Date Negotiable

Appointment End Date

Bilingual ( Classified):

Work Schedule/Load 12 month appointment (228 days per academic year)

Location

Salary

Benefits

The salary range for the position is competitive and based on related experience.

Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

Retirement Classification: STRS

DEPARTMENT INFORMATION

Department/Division Chancellor

Contact:(for information regarding the duties) Clara Starr, Dean of Human Resources

Contact Phone/Extension (415) 241-2249

Contact Email cstarr@ccsf.edu

Posting Text

City College of San Francisco:
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**Position Description:**
Under the direction and supervision of the Associate Vice Chancellor Workforce and Economic Development & Center Deans, the Center Dean serves as the institutional leader and on-site Center administrator, and is instrumental in the delivery of instructional and support services that address the on-going needs of the students and community. The Center Dean serves as the liaison between community groups, business and non-profit organizations and the College.

The Center Dean also serves as the liaison between senior administration, department chairs, faculty and classified staff and works cooperatively with other Center and School Deans to affect decision-making, resolve problems, and anticipate and respond to future needs and ensure the smooth operation of the instructional and support services operation of the Center, including supporting student governance and student activities. He/she is responsible for all aspects of the Center’s day-to-day operations including: mandated reporting; facility and budget management; monitoring enrollment patterns and average class sizes; and generated revenues, expenditures, and financial results. The Center Dean works in collaboration with the School Deans and department chairs to recommend annual goals and objectives for the educational center and assumes overall responsibility for the supervision of assigned department chairs, faculty and classified staff as appropriate. He/she collaborates with appropriate divisions of the College to ensure diversity and student equity and to foster a supportive, positive, and productive environment for the Center’s diverse employees and students.

**Downtown Center**
With approximately 6,000 students enrolled in hundreds of credit and noncredit classes each semester, the Downtown Center serves students planning to go on to four-year colleges or universities, those seeking new job skills or upgrading existing skills, and those simply interested in personal growth. Opened on February 5, 1979, the Downtown Center is located within walking distance of the business community and adjacent to the Moscone Convention Center and Yerba Buena Gardens. The Center provides instructional courses and programs in the following areas: Business (International Business, Small Business, Supervision/Management, Business Technology, and Real Estate), Fashion, English as a Second Language, Culinary and Service Skills Training and its restaurant, and the Educated Palate. Additional classes are offered in a variety of disciplines, including Foreign Languages, Fashion, History, Economics, Political Science, Art, and Psychology.
Student services include admissions and enrollment, counseling, financial aid, a full-service library and learning resource center, and bookstore. A complete array of Student Development Services including admissions and records, counseling, financial aid, scholarship, student activities, multicultural retention, and learning assessment activities are offered at the Center.

**Major Duties and Responsibilities:**

**Academic**
1. Collaborate with School Deans, department chairs, faculty, and classified staff to provide and evaluate courses, program offerings and student services that meet the Center's student and community needs; utilize effective outreach to determine if the needs of the community are being met by the Center;

2. Work with School Deans and department chairs to monitor enrollment patterns, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

3. Provide sustained leadership and work directly with Center faculty including department chairs and faculty coordinators to prioritize program review requests for resource allocation.

4. In consultation with School Deans and department chairs, provide support for evening, summer, and/or weekend courses including reviewing and monitoring the scheduling of evening, summer, and weekend classes for the Center and various satellite sites.

5. Work with Student Services, Counseling Deans and department chairs, as appropriate, to coordinate student services and provide day-to-day oversight of counselors' work schedules, pre-registration and other special counseling projects.

6. Plan and conduct regular meetings with Center personnel; promote a team effort; communicate relevant College deadlines, policies, procedures, applicable regulations of outside agencies, and other matters of interest or compliance to department chairs, faculty, classified staff, and students.

7. Maintain details of day-to-day operations, and building supervision, including coordinating and maintaining site utilization, space availability, facilities inventory, and room allocation; oversee the assignment of offices to faculty.

8. Oversee the allocation of the Center's equipment, technology, and supplies, including maintenance, repair, storage, inventory, disposal, etc.; execute all Center-related purchase orders and documents necessary for expenditures.

**Planning & Development**
9. Work directly with School Deans, department chairs, faculty coordinators, faculty and classified staff to develop and coordinate Center review priorities and activities.

10. Collaborate with School Deans and provide leadership to department chairs and faculty in their assessment of student learning outcomes as they relate to courses and programs.

11. Engage with department chairs, faculty and classified staff to assess new technologies and software to improve pedagogy and learning
outcomes, increase opportunities for student access, and enhance the effectiveness and efficiency of the work environment.

12. Prepare annual Center goals, participate in planning activities, and facilitate completion of Center goals; work with School Deans and department chairs to ensure all accreditation, State and federal criteria concerning academics is followed.

13. Work with School Deans, department chairs, faculty coordinators, faculty and classified staff to plan and implement all activities required for program accreditation.

14. Coordinate efforts with the District’s Marketing Department to implement a marketing and promotion plan for the Center.

Budget/Fiscal Management
15. In compliance with District guidelines and in consultation with the School Deans develop and monitor feasible revenue and expenditure budgets for the Center; manage budget performance to meet District budget goals, ensuring that the Center remains fiscally sound and is operated within its allocated budget.

16. Facilitate grant applications for Center programs and/or areas of responsibility.

Liaison/ Relationships with Community
Serve as the institutional leader and community liaison for the Center and College by:

17. Participating in community activities and professional organizations that foster student diversity and are aligned with the District and the Downtown Center’s mission and goals.

18. Establishing and maintaining positive working relationships with area high schools, colleges, universities, and business and community-based organizations that promote and benefit the Downtown Center’s education programs.

19. Maintaining community advisory committees for the Center and attending occupational advisory committee meetings if necessary.

Educational Leadership
20. Support department chairs, faculty coordinators, faculty, and classified staff by working with administration to ensure resources and opportunities are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills.

Personnel
21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

22. In accord with District policies, contracts, and procedures, manage the professional conduct of assigned department chairs, faculty, and classified staff and collaborate with Employee Relations in resolving employee disciplinary matters; where resolution is not reached at the departmental level, serve as the administrative grievance officer in employee discipline
processes.

**General**

23. Promote a work culture aligned with the College’s mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

24. Serve on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

25. Attend Board of Trustees’ meetings; make presentations and submit reports and action items related to areas of responsibility.

26. Perform additional administrative duties and services as requested and assigned.

**Minimum Requirements:**

1. An earned Master’s degree from an accredited college or university and one year of formal training, internship or leadership experience related to the administrative assignment.

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction or Student Services in an accredited institution.

4. Strong skills in verbal and written communication, organizational management and strategic planning.

5. Demonstrated ability to establish and maintain effective working relationships.

6. Proven track record as a leader, instructor, and public servant in a variety of settings.

7. Evidence of effective planning in the management, supervision, and evaluation of employees and their assigned work.

8. Demonstrated experience in managing financial resources effectively, including determining how best to utilize resources and managing budget and expenditures.

9. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]

**Desirable Qualifications:**
Desirable Qualifications

1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.

2. Equivalent to five years of full-time teaching, student services and/or professional experience at a community college.

3. Experience with facilities management.

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

5. Experience with planning, accreditation, and student learning outcomes.


7. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.

8. Experience with data driven strategic planning and decision-making.

9. Demonstrated successful experience in first-level administration of faculty and staff.

Application Procedure:

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

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1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified and/or support staff, an administrator, a supervisor, and a colleague of managerial, supervisory ranking. (References will be contacted only if you
are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant’s CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

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For additional assistance, please call Human Resources Department at (415) 241-2246.

Application Procedure (Continued, if applicable)

Link to Additional Form(s)
(if available)

ADA Statement

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Special Instructions to Applicants

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (interview with the Chancellor and at the Chancellor’s discretion, other appropriate parties).

Selection Procedure/Conditions of Employment

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprinting processing, and verification of their legal right to work in the United States.

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All appointments are conditional until approved by the Board of Trustees,
San Francisco Community College District.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Title 5/EEO/ADA Compliance Officer, (415) 241-2294.
# Job Posting Preview

## Position Information

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<td>Work Schedule/Load</td>
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<td><a href="mailto:cstarr@ccsf.edu">cstarr@ccsf.edu</a></td>
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### POSTING TEXT

City College of San Francisco:
The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND becomes fiscally solvent. Once again, voters of the great "City by the Bay" voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District's fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students' lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

**Position Description:**
Under the direction and supervision of the Associate Vice Chancellor Workforce and Economic Development & Center Deans, the Center Dean serves as the institutional leader and on-site Center administrator, and is instrumental in the delivery of instructional and support services that address the on-going needs of the students and community. The Center Dean serves as the liaison between community groups, business and non-profit organizations and the College.

The Center Dean also serves as the liaison between senior administration, department chairs, faculty and classified staff and works cooperatively with other Center and School Deans to affect decision-making, resolve problems, and anticipate and respond to future needs and ensure the smooth operation of the instructional and support services operation of the Center, including supporting student governance and student activities. He/she is responsible for all aspects of the Center's day-to-day operations including: mandated reporting; facility and budget management; monitoring enrollment patterns and average class sizes; and generated revenues, expenditures, and financial results. The Center Dean works in collaboration with the School Deans and department chairs to recommend annual goals and objectives for the educational center and assumes overall responsibility for the supervision of assigned department chairs, faculty and classified staff as appropriate. He/she collaborates with appropriate divisions of the College to ensure diversity and student equity and to foster a supportive, positive, and productive environment for the Center's diverse employees and students.

The **Chinatown-North Beach Center** is poised on the edge of the Financial District and among two of San Francisco's most popular immigrant neighborhoods. The Chinatown/North Beach Center is a newly constructed $144 million building opened Fall 2012 that includes a childcare observation lab, library, computer laboratories, a multipurpose room and teleconference capabilities. The Center provides credit and non-credit day, evening, and weekend instructional courses and programs in the following areas: Business, Asian American Studies, Child Development, Citizenship, Clerical Training, Computer Studies, English as a Second Language (ESL), Home Health Aid and Housekeeping, Transitional Studies and Vocational English as a Second Language (VESL) Office Training Program. A complete array of Student Development Services including admissions and records, counseling, financial aid, scholarship, student activities, multicultural retention, and learning assessment activities are
offered at the Center.

**Major Duties and Responsibilities:**

**Academic**
1. Collaborate with School Deans, department chairs, faculty, and classified staff to provide and evaluate courses, program offerings and student services that meet the Center's student and community needs; utilize effective outreach to determine if the needs of the community are being met by the Center.

2. Work with School Deans and department chairs to monitor enrollment patterns, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

3. Provide sustained leadership and work directly with Center faculty including department chairs and faculty coordinators to prioritize program review requests for resource allocation.

4. In consultation with School Deans and department chairs, provide support for evening, summer, and/or weekend courses including reviewing and monitoring the scheduling of evening, summer, and weekend classes for the Center and various satellite sites.

5. Work with Student Services, Counseling Deans and department chairs, as appropriate, to coordinate student services and provide day-to-day oversight of counselors' work schedules, pre-registration and other special counseling projects.

6. Plan and conduct regular meetings with Center personnel; promote a team effort; communicate relevant College deadlines, policies, procedures, applicable regulations of outside agencies, and other matters of interest or compliance to department chairs, faculty, classified staff, and students.

7. Maintain details of day-to-day operations, and building supervision, including coordinating and maintaining site utilization, space availability, facilities inventory, and room allocation; oversee the assignment of offices to faculty.

8. Oversee the allocation of the Center's equipment, technology, and supplies, including maintenance, repair, storage, inventory, disposal, etc.; execute all Center-related purchase orders and documents necessary for expenditures.

**Planning & Development**
9. Work directly with School Deans, department chairs, faculty coordinators, faculty and classified staff to develop and coordinate Center review priorities and activities.

10. Collaborate with School Deans and provide leadership to department chairs and faculty in their assessment of student learning outcomes as they relate to courses and programs.

11. Engage with department chairs, faculty and classified staff to assess new technologies and software to improve pedagogy and learning outcomes, increase opportunities for student access, and enhance the effectiveness and efficiency of the work environment.

12. Prepare annual Center goals, participate in planning activities, and
facilitate completion of Center goals; work with School Deans and department chairs to ensure all accreditation, State and federal criteria concerning academics is followed.

13. Work with School Deans, department chairs, faculty coordinators, faculty and classified staff to plan and implement all activities required for program accreditation.

14. Coordinate efforts with the District’s Marketing Department to implement a marketing and promotion plan for the Center.

Budget/Fiscal Management
15. In compliance with District guidelines and in consultation with the School Deans develop and monitor feasible revenue and expenditure budgets for the Center; manage budget performance to meet District budget goals, ensuring that the Center remains fiscally sound and is operated within its allocated budget.

16. Facilitate grant applications for Center programs and/or areas of responsibility.

Liaison/ Relationships with Community
Serve as the institutional leader and community liaison for the Center and College by:

17. Participating in community activities and professional organizations that foster student diversity and are aligned with the District and the Chinatown/North Beach Center’s mission and goals.

18. Establishing and maintaining positive working relationships with area high schools, colleges, universities, and business and community-based organizations that promote and benefit the Chinatown/North Beach Center’s education programs.

19. Maintaining community advisory committees for the Center and attending occupational advisory committee meetings if necessary.

Educational Leadership
20. Support department chairs, faculty coordinators, faculty, and classified staff by working with administration to ensure resources and opportunities are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills.

Personnel
21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

22. In accord with District policies, contracts, and procedures, manage the professional conduct of assigned department chairs, faculty, and classified staff and collaborate with Employee Relations in resolving employee disciplinary matters; where resolution is not reached at the departmental level, serve as the administrative grievance officer in employee discipline processes.

General
23. Promote a work culture aligned with the College’s mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

24. Serve on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

25. Attend Board of Trustees’ meetings; make presentations and submit reports and action items related to areas of responsibility.

26. Perform additional administrative duties and services as requested and assigned.

**Minimum Requirements:**

1. An earned Master’s degree from an accredited college or university and one year of formal training, internship or leadership experience related to the administrative assignment.

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction or Student Services in an accredited institution.

4. Strong skills in verbal and written communication, organizational management and strategic planning.

5. Demonstrated ability to establish and maintain effective working relationships.

6. Proven track record as a leader, instructor, and public servant in a variety of settings.

7. Evidence of effective planning in the management, supervision, and evaluation of employees and their assigned work.

8. Demonstrated experience in managing financial resources effectively, including determining how best to utilize resources and managing budget and expenditures.

9. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]

**Desirable Qualifications:**

1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.
2. Equivalent to five years of full-time teaching, student services and/or professional experience at a community college.

3. Experience with facilities management.

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

5. Experience with planning, accreditation, and student learning outcomes.


7. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.

8. Experience with data driven strategic planning and decision-making.

9. Demonstrated successful experience in first-level administration of faculty and staff.

Application Procedure:

To apply for this posting, start by completing an **online Application for Administrative Position** at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: **Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number.** Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. **The statement "See Resume" is not acceptable.**

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified and/or support staff, an administrator, a supervisor, a colleague of managerial, supervisory ranking. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on
applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

Applicants bear the sole responsibility for ensuring that all application materials are complete when submitted and are received by the Human Resources Department by 4:00 p.m. on the posting filing deadline. Postmarks will not be honored. Emails are not acceptable. Incomplete application packages will not be considered. All materials become the property of the City College of San Francisco, and will not be returned. Application files for this posting will not be considered for other postings.

For additional assistance, please call Human Resources Department at (415) 241-2246.

Application Procedure (Continued, if applicable)

Link to Additional Form(s)
(If available)

ADA Statement

Special Instructions to Applicants

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (Interview with the Chancellor and at the Chancellor's discretion, other appropriate parties).

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**Retirement Classification:** STRS

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Evans Center

The Evans Center provides facilities for classes in the southeast quadrant of San Francisco. It schedules credit courses in automotive and motorcycle technology, construction, welding, and fashion. Noncredit courses are available in automotive, business, construction, custodial training, and fashion. The City Build Academy, a partnership with the City of San Francisco and the local unions, provides workforce training and job placement services to San Francisco residents interested in pursuing a career in the construction industry.

Classes are offered throughout the day, evening, and on weekends for student convenience. The Center also offers courses and programs in statewide initiatives supporting workforce and economic development, the Design Studio, the Advanced Transportation Technology Office, the
Geographic Information Systems Education Center, and the California Resource Center for Occupational Program Design and Evaluation. A complete array of Student Development Services including admissions and records, counseling, financial aid, scholarship, student activities, multicultural retention, and learning assessment activities are offered at the Center.

**Southeast Center**
The Southeast Center is located in a City and County community facility and offers both credit and non-credit courses and programs, in the following areas: Hospital Unit Coordinator, Home Health Aide, Hotel Front Office Operations, Computer Repair, and Office Technology, and PRE-GED and GED classes. Additionally, students are able to matriculate in credit courses in Health Science, Business, English, Child Development, Mathematics, Nursing, and Biotechnology. The Working Adults Degree Program (W.A.D.P.) is available for students who want to take accelerated A.A. Degree Program classes. A complete array of Student Development Services including admissions and records, counseling, financial aid, scholarship, student activities, multicultural retention, and learning assessment activities are offered at the Center.

**Major Duties and Responsibilities:**

**Academic**
1. Collaborate with School Deans, department chairs, faculty, and classified staff to provide and evaluate courses, program offerings and student services that meet the Center's student and community needs; utilize effective outreach to determine if the needs of the community are being met by the Center.

2. Work with School Deans and department chairs to monitor enrollment patterns, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

3. Provide sustained leadership and work directly with Center faculty including department chairs and faculty coordinators to prioritize program review requests for resource allocation.

4. In consultation with School Deans and department chairs, provide support for evening, summer, and/or weekend courses including reviewing and monitoring the scheduling of evening, summer, and weekend classes for the Center and various satellite sites.

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7. Maintain details of day-to-day operations, and building supervision, including coordinating and maintaining site utilization, space availability, facilities inventory, and room allocation; oversee the assignment of offices to faculty.

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14. Coordinate efforts with the District’s Marketing Department to implement a marketing and promotion plan for the Center.

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15. In compliance with District guidelines and in consultation with the School Deans develop and monitor feasible revenue and expenditure budgets for the Center; manage budget performance to meet District budget goals, ensuring that the Center remains fiscally sound and is operated within its allocated budget.

16. Facilitate grant applications for Center programs and/or areas of responsibility.

**Liaison/Relationships with Community**

Serve as the institutional leader and community liaison for the Center and College by:

17. Participating in community activities and professional organizations that foster student diversity and are aligned with the District and the Evans & Southeast Centers' mission and goals.

18. Establishing and maintaining positive working relationships with area high schools, colleges, universities, and business and community-based organizations that promote and benefit the Evans & Southeast Centers' education programs.

19. Maintaining community advisory committees for the Center and attending occupational advisory committee meetings if necessary.

**Educational Leadership**

20. Support department chairs, faculty coordinators, faculty, and classified staff by working with administration to ensure resources and opportunities
are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills.

**Personnel**
21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

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23. Promote a work culture aligned with the College's mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

24. Serve on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

25. Attend Board of Trustees' meetings; make presentations and submit reports and action items related to areas of responsibility.

26. Perform additional administrative duties and services as requested and assigned.

**Minimum Requirements:**

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

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction or Student Services in an accredited institution.

4. Strong skills in verbal and written communication, organizational management and strategic planning.

5. Demonstrated ability to establish and maintain effective working relationships.

6. Proven track record as a leader, instructor, and public servant in a variety of settings.

7. Evidence of effective planning in the management, supervision, and evaluation of employees and their assigned work.

8. Demonstrated experience in managing financial resources effectively,
including determining how best to utilize resources and managing budget and expenditures.

9. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]

Desirable Qualifications:

1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.

2. Equivalent to five years of full-time teaching, student services, and/or professional experience at a community college.

3. Experience with facilities management.

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

5. Experience with planning, accreditation, and student learning outcomes.


7. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.

8. Experience with data driven strategic planning and decision-making.

9. Demonstrated successful experience in first-level administration of faculty and staff.

Application Procedure:

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and
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2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified and/or support staff, an administrator, a supervisor, and a colleague of managerial, supervisory ranking. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant’s CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

Applicants bear the sole responsibility for ensuring that all application materials are complete when submitted and are received by the Human Resources Department by 4:00 p.m. on the posting filing deadline. Postmarks will not be honored. Emails are not acceptable. Incomplete application packages will not be considered. All materials become the property of the City College of San Francisco, and will not be returned. Application files for this posting will not be considered for other postings.

For additional assistance, please call Human Resources Department at (415) 241-2246.

Application Procedure (Continued, if applicable)

Link to Additional Form(s) (if available)

ADA Statement

Special Instructions to Applicants

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable
number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (interview with the Chancellor and at the Chancellor’s discretion, other appropriate parties).

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprinting processing, and verification of their legal right to work in the United States.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job posting at any time without prior notice.

All appointments are conditional until approved by the Board of Trustees, San Francisco Community College District.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Title 5/EEO/ADA Compliance Officer, (415) 241-2294.
# Job Posting Preview

## Position Information

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### POSITION INFORMATION

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### Retirement Classification: STRS

### DEPARTMENT INFORMATION

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<tr>
<td>Contact Email</td>
<td><a href="mailto:cstarr@ccsf.edu">cstarr@ccsf.edu</a></td>
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### POSTING TEXT

City College of San Francisco:
The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND becomes fiscally solvent. Once again, voters of the great "City by the Bay" voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District's fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students' lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

**Position Description:**
Under the direction and supervision of the Associate Vice Chancellor of Instruction, Workforce and Economic Development & Center Deans, the Center Dean serves as the institutional leader and on-site Center administrator, and is instrumental in the delivery of instructional and support services that address the on-going needs of the students and community. The Center Dean serves as the liaison between community groups, business and non-profit organizations and the College.

The Center Dean also serves as the liaison between senior administration, department chairs, faculty and classified staff and works cooperatively with other Center and School Deans to affect decision-making, resolve problems, and anticipate and respond to future needs and ensure the smooth operation of the instructional and support services operation of the Center, including supporting student governance and student activities. He/she is responsible for all aspects of the Center's day-to-day operations including: mandated reporting; facility and budget management; monitoring enrollment patterns and average class sizes; and generated revenues, expenditures, and financial results. The Center Dean works in collaboration with the School Deans and department chairs to recommend annual goals and objectives for the educational center and assumes overall responsibility for the supervision of assigned department chairs, faculty and classified staff as appropriate. He/she collaborates with appropriate divisions of the College to ensure diversity and student equity and to foster a supportive, positive, and productive environment for the Center's diverse employees and students.

**Mission Center**
In Fall 2007, the Mission Center located in San Francisco's Mission District celebrated the completion of a two-year renovation and expansion, fulfilling the community's dream. The Center consists of four floors of 40 modern classrooms, computer labs, an auditorium, five multi-purpose rooms, a Multi-Media Center, a Graphic Arts Center, a Transitional Studies Center, a Child Development Center, three science labs, 12 computer labs, a library, a conference room, student lounge, a faculty work room and lounge, a classified lounge, a bookstore, and multiple offices and work spaces. The Mission Center provides bilingual education programs to the local community and more than 300 day, evening, and weekend classes and programs offered each year in: Business (noncredit Program), Multi-Media Courses,
Major Duties and Responsibilities:
Academic
1. Collaborate with School Deans, department chairs, faculty, and classified staff to provide and evaluate courses, program offerings and student services that meet the Center's student and community needs; utilize effective outreach to determine if the needs of the community are being met by the Center.

2. Work with School Deans and department chairs to monitor enrollment patterns, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

3. Provide sustained leadership and work directly with Center faculty including department chairs and faculty coordinators to prioritize program review requests for resource allocation.

4. In consultation with School Deans and department chairs, provide support for evening, summer, and/or weekend courses including reviewing and monitoring the scheduling of evening, summer, and weekend classes for the Center and various satellite sites.

5. Work with Student Services, Counseling Deans and department chairs, as appropriate, to coordinate student services and provide day-to-day oversight of counselors' work schedules, pre-registration and other special counseling projects.

6. Plan and conduct regular meetings with Center personnel; promote a team effort; communicate relevant College deadlines, policies, procedures, applicable regulations of outside agencies, and other matters of interest or compliance to department chairs, faculty, classified staff, and students.

7. Maintain details of day-to-day operations, and building supervision, including coordinating and maintaining site utilization, space availability, facilities inventory, and room allocation; oversee the assignment of offices to faculty.

8. Oversee the allocation of the Center's equipment, technology, and supplies, including maintenance, repair, storage, inventory, disposal, etc.; execute all Center-related purchase orders and documents necessary for expenditures.

Planning & Development
9. Work directly with School Deans, department chairs, faculty coordinators, faculty and classified staff to develop and coordinate Center review priorities and activities.

10. Collaborate with School Deans and provide leadership to department chairs and faculty in their assessment of student learning outcomes as they relate to courses and programs.
11. Engage with department chairs, faculty and classified staff to assess new technologies and software to improve pedagogy and learning outcomes, increase opportunities for student access, and enhance the effectiveness and efficiency of the work environment.

12. Prepare annual Center goals, participate in planning activities, and facilitate completion of Center goals; work with School Deans and department chairs to ensure all accreditation, State and federal criteria concerning academics is followed.

13. Work with School Deans, department chairs, faculty coordinators, faculty and classified staff to plan and implement all activities required for program accreditation.

14. Coordinate efforts with the District's Marketing Department to implement a marketing and promotion plan for the Center.

**Budget/Fiscal Management**

15. In compliance with District guidelines and in consultation with the School Deans develop and monitor feasible revenue and expenditure budgets for the Center; manage budget performance to meet District budget goals, ensuring that the Center remains fiscally sound and is operated within its allocated budget.

16. Facilitate grant applications for Center programs and/or areas of responsibility.

**Liaison/ Relationships with Community**

Serve as the institutional leader and community liaison for the Center and College by:

17. Participating in community activities and professional organizations that foster student diversity and are aligned with the District and the Mission Center's mission and goals.

18. Establishing and maintaining positive working relationships with area high schools, colleges, universities, and business and community-based organizations that promote and benefit the Mission Center's education programs.

19. Maintaining community advisory committees for the Center and attending occupational advisory committee meetings if necessary.

**Educational Leadership**

20. Support department chairs, faculty coordinators, faculty, and classified staff by working with administration to ensure resources and opportunities are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills.

**Personnel**

21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

22. In accord with District policies, contracts, and procedures, manage the professional conduct of assigned department chairs, faculty, and classified
staff and collaborate with Employee Relations in resolving employee
disciplinary matters; where resolution is not reached at the departmental
level, serve as the administrative grievance officer in employee discipline
processes.

General
23. Promote a work culture aligned with the College's mission to promote
the delivery of customer service, innovation, and quality services to
students, employees, and the community.

24. Serve on District and state-wide committees as assigned including
participating collegially on CCSF Participatory Governance committees.

25. Attend Board of Trustees' meetings; make presentations and submit
reports and action items related to areas of responsibility.

26. Perform additional administrative duties and services as requested and
assigned.

Minimum Requirements:

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

2. Sensitivity to and understanding of the diverse academic,
socioeconomic, cultural, disability, gender identity, sexual orientation, and
ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction or Student Services
in an accredited institution.

4. Strong skills in verbal and written communication, organizational
management and strategic planning.

5. Demonstrated ability to establish and maintain effective working
relationships.

6. Proven track record as a leader, instructor, and public servant in a
variety of settings.

7. Evidence of effective planning in the management, supervision, and
evaluation of employees and their assigned work.

8. Demonstrated experience in managing financial resources effectively,
including determining how best to utilize resources and managing budget
and expenditures.

9. Demonstrated commitment to participatory governance, consensus
building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency
Application Form is available on the left side margin. This form will be
considered as part of the application materials and must be submitted on
or before the filing deadline as indicated on this job posting.]
Desirable Qualifications:

1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.

2. Equivalent to five years of full-time teaching, student services, and/or professional experience at a community college.

3. Experience with facilities management.

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

5. Experience with planning, accreditation, and student learning outcomes.


7. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.

8. Experience with data driven strategic planning and decision-making.

9. Demonstrated successful experience in first-level administration of faculty and staff.

Application Procedure:

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-
mail addresses of five (5) references that include: faculty, classified and/or support staff, an administrator, a supervisor, and a colleague of managerial, supervisory ranking. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

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SCHOOL DEANS:
Behavioral Sciences, Social Sciences & Multicultural Studies

Visual & Performing Arts, Journalism & Speech

Science, Technology, Engineering & Math (STEM)

English & Foreign Languages
Business, Technology, Fashion & Hospitality

ESL, International Education & Transitional Studies

Health, PE & Social Services
# Job Posting Preview

## Position Information

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### POSITION INFORMATION

| Position Title | Dean, School of Behavioral Sciences, Social Sciences & Multicultural Studies  
(Office of the Chancellor) |
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### Retirement Classification: STRS

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Position Description:

Under the direction and supervision of the Associate Vice Chancellor School Deans, the School Dean provides leadership to one of the District's integrated disciplinary Schools that may include, but not limited to: transfer, general education, workforce and economic development, basic skills, and career technical education. The Dean serves as the institutional leader and immediate administrator of the School of Behavioral Sciences, Social Sciences, & Multicultural Studies. The School of Behavioral Sciences, Social Sciences & Multicultural Studies includes: African American Studies; Asian American Studies; Asian Studies; Behavioral Sciences (Anthropology, Psychology & Sociology); Interdisciplinary Studies/Groundswell; Labor & Community Studies; Latin American & Latino/a Studies; Lesbian, Gay, Bisexual, Transgender Studies (LGBT); Philippine Studies; Social Sciences (American Studies, Economics, History, Philosophy, & Political Science); and Women's Studies/Project Survive. The School Dean is responsible for establishing academic integrity and ensuring quality instruction by demonstrating the vision, leadership, curriculum expertise, class scheduling experience, personnel management and financial accountability of the School of Behavioral Sciences, Social Sciences & Multicultural Studies to serve student needs and interests. The School Dean collaborates with appropriate divisions of the College to ensure diversity and student equity and to foster a supportive, positive, and productive environment for the School's diverse employees and students.

The Dean serves as the liaison between senior administration and the departments/programs to affect decision-making, resolve problems, and anticipate and respond to future needs. The School Dean recommends and manages budgets ensuring achievement of the District's budgetary goals. The School Dean coordinates with other Center and School Deans to ensure the delivery of quality educational services and assumes overall responsibility for the supervision of assigned department chairs, faculty coordinators, and classified staff, as appropriate.

Major Duties and Responsibilities:

Academic Responsibilities/Curriculum & Instruction
1. Serve as the educational leader of the School of Behavioral Sciences, Social Sciences & Multicultural Studies by providing leadership on innovative student learning, student support, and program development.
2. Provide operational oversight and promote accountability and leadership in the development and review of program offerings, scheduling of classes, and teaching assignments based on student and community needs.

3. Maintain an understanding of current ideas, research, technology, and practices pertaining to areas of responsibility through study and participation in professional organizations.

4. Provide leadership to assist department chairs and faculty with the development of credit and noncredit offerings of distance, hybrid, and in-person courses including facilitating grant applications for areas of responsibility.

5. Work with Center Deans and department chairs to monitor enrollment patterns, faculty workloads and hours across disciplines, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

6. Cooperate with the department chairs in facilitating and overseeing the resolution, where possible, of student complaints.

7. Plan and conduct regular meetings with School personnel; promote a team effort; communicate relevant College deadlines, policies, procedures, applicable regulations of outside agencies, and other matters of interest or compliance to department chairs, faculty, classified staff and students.

8. Work with department chairs in finding resources to develop opportunities, programs and needed changes that enhance student success.

Examples of Duties

Planning & Development
9. Work directly with all School faculty including department chairs and faculty coordinators to prioritize program review requests for resource allocations.

10. Provide leadership to department chairs and faculty in their assessment of student learning outcomes as they relate to courses and programs.

11. Engage with department chairs, faculty and classified staff to assess new technologies and software to improve pedagogy and learning outcomes, increase opportunities for student access, and enhance the effectiveness and efficiency of the work environment.

12. Prepare annual School goals, participate in planning activities, and facilitate completion of goals to ensure all accreditation, State and federal criteria concerning academics are followed.

13. Work with Center Deans, department chairs, faculty and classified staff to plan and implement all activities required for program accreditation.

14. Coordinate efforts with the District’s Marketing Department to implement a marketing and promotion plan for the School.

Budget/Fiscal Management
15. In compliance with District guidelines, recommend, implement, and monitor multiple budgets for assigned areas to ensure that the School of
Behavioral Sciences, Social Sciences & Multicultural Studies remains fiscally sound and is operated within its allocated budget.

16. Oversee the allocation of the School’s Academic Departments’ equipment and supplies funds.

**Liaison/ Relationships with Community**
17. Aligned with the District and the School of Behavioral Sciences, Social Sciences & Multicultural Studies’ mission and goals, participate in community activities and professional organizations that foster student diversity.

18. Establish and maintain positive working relationships with area high schools, colleges, universities, and business and community-based organizations that promote and benefit the School’s education programs.

**Educational Leadership**
19. Support department chairs, faculty and classified staff by working with administration to ensure resources and opportunities are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills.

20. Work with instruction and student services deans, department chairs, faculty and classified staff to strengthen collaboration between instruction and student services to promote student success.

**Personnel**
21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

22. Review Tenure Review Committee recommendations for faculty tenure, promotion, non-promotion, and dismissals for final approval to the Chancellor and the Board of Trustees.

23. In accord with District policies, contracts, and procedures, manage the professional conduct of assigned department chairs, faculty, and classified staff and collaborate with Employee Relations in resolving employee disciplinary matters; where resolution is not reached at the departmental level, serve as the administrative grievance officer in employee discipline processes.

**General Responsibilities**
24. Promote a work culture aligned with the College’s mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

25. Serve on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

26. Attend Board of Trustees’ meetings; make presentations and submit reports and action items related to areas of responsibility.

27. Perform additional administrative duties and services as requested and assigned.
Minimum Requirements:

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

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction in an accredited institution and in one of the disciplines offered at the School of Behavioral Sciences, Social Sciences, & Multicultural Studies.

4. Strong skills in verbal and written communication, organizational management and strategic planning.

5. Demonstrated ability to establish and maintain effective working relationships.

6. Proven track record as a leader, instructor, and public servant in a variety of settings.

7. Evidence of effective planning in the management, supervision, and evaluation of employees and their assigned work.

8. Demonstrated experience in managing financial resources effectively, including determining how best to utilize resources and managing budget and expenditures.

9. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]

Desirable Qualifications:

1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.

2. Equivalent to five years of full-time teaching and/or professional experience at a community college.

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

4. Experience with planning, accreditation, and student learning outcomes.

5. Experience in a multi-education center district.
6. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.

7. Experience with data driven strategic planning and decision-making.

8. Demonstrated successful experience in first-level administration of faculty and staff.

Application Procedure:

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified and/or support staff, an administrator, supervisor, and a colleague of managerial, supervisory ranking. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.
Applicants bear the sole responsibility for ensuring that all application materials are complete when submitted and are received by the Human Resources Department by 4:00 p.m. on the posting filing deadline. Postmarks will not be honored. Emails are not acceptable. Incomplete application packages will not be considered. All materials become the property of the City College of San Francisco, and will not be returned. Application files for this posting will not be considered for other postings.

For additional assistance, please call Human Resources Department at (415) 241-2246.

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Job Posting Preview

Position Information

Posting Number 0130015

POSITION INFORMATION

Position Title Dean, School of Visual & Performing Arts, Journalism, & Speech (Office of the Chancellor)

Posting Date 02-14-2013

Filing Deadline 03-20-2013

Additional Filing Deadline Information

Job Category Administrative

Appointment Type Administrative - Dean

Employment Status:

Appointment Start Date Negotiable

Appointmen End Date

Bilingual (Classified):

Work Schedule/Load 12 month appointment (228 days per academic year)

Location

Salary

Benefits

The salary range for the position is competitive and based on related experience.

Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

Retirement Classification: STRS

DEPARTMENT INFORMATION

Department/Division Chancellor

Contact: (for information regarding the duties) Clara Starr, Dean of Human Resources

Contact Phone/Extension (415) 241-2249

Contact Email cstarr@ccsf.edu

POSTING TEXT

City College of San Francisco:
The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND becomes fiscally solvent. Once again, voters of the great “City by the Bay” voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District’s fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students’ lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

Position Description:

Under the direction and supervision of the Associate Vice Chancellor School Deans, the School Dean provides leadership to one of the District’s integrated disciplinary Schools that may include, but not limited to: transfer, general education, workforce and economic development, basic skills, and career technical education. The Dean serves as the institutional leader and immediate administrator of the School of Visual & Performing Arts, Journalism, & Speech. The School of Visual & Performing Arts, Journalism, & Speech includes: Art, Broadcast Electronic Media Arts, Cinema, Environmental Horticulture & Floristry, Graphic Communications, Journalism, Music, Photography, Speech Communication, and Theater Arts. The School Dean is responsible for establishing academic integrity and ensuring quality instruction by demonstrating the vision, leadership, curriculum expertise, class scheduling experience, personnel management and financial accountability of the School of Visual & Performing Arts, Journalism, & Speech to serve student needs and interests. The School Dean collaborates with appropriate divisions of the College to ensure diversity and student equity and to foster a supportive, positive, and productive environment for the School’s diverse employees and students.

The Dean serves as the liaison between senior administration and the departments/programs to affect decision-making, resolve problems, and anticipate and respond to future needs. The School Dean recommends and manages budgets ensuring achievement of the District’s budgetary goals. The School Dean coordinates with other Center and School Deans to ensure the delivery of quality educational services and assumes overall responsibility for the supervision of assigned department chairs, faculty coordinators, and classified staff, as appropriate.

Major Duties and Responsibilities:

Academic Responsibilities/Curriculum & Instruction
1. Serve as the educational leader of the School of Visual & Performing Arts, Journalism, & Speech by providing leadership on innovative student learning, student support, and program development.

2. Provide operational oversight and promote accountability and leadership in the development and review of program offerings, scheduling of classes, and teaching assignments based on student and community needs.
3. Maintain an understanding of current ideas, research, technology, and practices pertaining to areas of responsibility through study and participation in professional organizations.

4. Provide leadership to assist department chairs and faculty with the development of credit and noncredit offerings of distance, hybrid, and in-person courses including facilitating grant applications for areas of responsibility.

5. Work with Center Deans and department chairs to monitor enrollment patterns, faculty workloads and hours across disciplines, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

6. Cooperate with the department chairs in facilitating and overseeing the resolution, where possible, of student complaints.

7. Plan and conduct regular meetings with School personnel; promote a team effort; communicate relevant College deadlines, policies, procedures, applicable regulations of outside agencies, and other matters of interest or compliance to department chairs, faculty, classified staff and students.

8. Work with department chairs in finding resources to develop opportunities, programs and needed changes that enhance student success.

**Planning & Development**

9. Work directly with all School faculty including department chairs and faculty coordinators to prioritize program review requests for resource allocations.

10. Provide leadership to department chairs and faculty in their assessment of student learning outcomes as they relate to courses and programs.

11. Engage with department chairs, faculty and classified staff to assess new technologies and software to improve pedagogy and learning outcomes, increase opportunities for student access, and enhance the effectiveness and efficiency of the work environment.

12. Prepare annual School goals, participate in planning activities, and facilitate completion of goals to ensure all accreditation, State and federal criteria concerning academics are followed.

13. Work with Center Deans, department chairs, faculty and classified staff to plan and implement all activities required for program accreditation.

14. Coordinate efforts with the District's Marketing Department to implement a marketing and promotion plan for the School.

**Budget/Fiscal Management**

15. In compliance with District guidelines, recommend, implement, and monitor multiple budgets for assigned areas to ensure that the School of Visual & Performing Arts, Journalism, & Speech remains fiscally sound and is operated within its allocated budget.

16. Oversee the allocation of the School's Academic Departments' equipment and supplies funds.
Liaison/ Relationships with Community
17. Aligned with the District and the School of Visual & Performing Arts, Journalism, & Speech's mission and goals, participate in community activities and professional organizations that foster student diversity.

18. Establish and maintain positive working relationships with area high schools, colleges, universities, and business and community-based organizations that promote and benefit the School's education programs.

Educational Leadership
19. Support department chairs, faculty and classified staff by working with administration to ensure resources and opportunities are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills; and

20. Work with instruction and student services deans, department chairs, faculty and classified staff to strengthen collaboration between instruction and student services to promote student success.

Personnel
21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

22. Review Tenure Review Committee recommendations for faculty tenure, promotion, non-promotion, and dismissals for final approval to the Chancellor and the Board of Trustees.

23. In accord with District policies, contracts, and procedures, manage the professional conduct of assigned department chairs, faculty, and classified staff and collaborate with Employee Relations in resolving employee disciplinary matters; where resolution is not reached at the departmental level, serve as the administrative grievance officer in employee discipline processes.

General Responsibilities
24. Promote a work culture aligned with the College's mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

25. Serve on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

26. Attend Board of Trustees' meetings; make presentations and submit reports and action items related to areas of responsibility.

27. Perform additional administrative duties and services as requested and assigned.

Minimum Requirements:

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

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction in an accredited institution and in one of the disciplines offered at the School of Visual & Performing Arts, Journalism, & Speech.

4. Strong skills in verbal and written communication, organizational management and strategic planning.

5. Demonstrated ability to establish and maintain effective working relationships.

6. Proven track record as a leader, instructor, and public servant in a variety of settings.

7. Evidence of effective planning in the management, supervision, and evaluation of employees and their assigned work.

8. Demonstrated experience in managing financial resources effectively, including determining how best to utilize resources and managing budget and expenditures.

9. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]

Desirable Qualifications:

1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.

2. Equivalent to five years of full-time teaching and/or professional experience at a community college.

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

4. Experience with planning, accreditation, and student learning outcomes.

5. Experience in a multi-education center district.

6. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.

7. Experience with data driven strategic planning and decision-making.
8. Demonstrated successful experience in first-level administration of faculty and staff.

Application Procedure:

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified and/or support staff, an administrator, a supervisor, and a colleague of managerial, supervisory ranking. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant’s CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

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Application files for this posting will not be considered for other postings.

For additional assistance, please call Human Resources Department at (415) 241-2246.

Application Procedure (Continued, if applicable)

Link to Additional Form(s) (if available)

ADA Statement

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Special Instructions to Applicants

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (interview with the Chancellor and at the Chancellor’s discretion, other appropriate parties).

Selection Procedure/Conditions of Employment

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EEO Statement
## Position Information

| Posting Number | 0130013 |

### POSITION INFORMATION

**Position Title**

Dean, School of Science, Technology, Engineering, & Mathematics (STEM)  
(Office of the Chancellor)

**Title Code**

**Link to Job Brochure**  
(if available)

**Posting Date**  
02-14-2013

**Filing Deadline**  
(All postings close at 4:00 PM)  
03-20-2013

**Additional Filing Deadline Information**

**Job Category**  
Administrative

**Appointment Type**  
Administrative - Dean

**Employment Status:**

**Appointment Start Date**  
Negotiable

**Appointment End Date**

**Bilingual (Classified):**

**Work Schedule/Load**  
12 month appointment (228 days per academic year)

**Location**

**Salary**

The salary range for the position is competitive and based on related experience.

**Benefits**

Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

**Retirement Classification:** STRS

### DEPARTMENT INFORMATION

**Department/Division**  
Chancellor

**Contact:** (for information regarding the duties)  
Clara Starr, Dean of Human Resources

**Contact Phone/Extension**  
(415) 241-2249

**Contact Email**  
cstarr@ccsf.edu

### POSTING TEXT
City College of San Francisco:

The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CSF meets the accrediting standards AND becomes fiscally solvent. Once again, voters of the great "City by the Bay" voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District's fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students' lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

Position Description:

Under the direction and supervision of the Associate Vice Chancellor School Deans, the School Dean provides leadership to one of the District's integrated disciplinary Schools that may include, but not limited to: transfer, general education, workforce and economic development, basic skills, and career technical education. The Dean serves as the institutional leader and immediate administrator of the School of Science, Technology, Engineering, & Mathematics (STEM). The School of Science, Technology, Engineering, & Mathematics (STEM) includes: Aircraft Maintenance Technology (AMT)/Aeronautics; Automotive, Motorcycle, Construction & Building Maintenance; Architecture (includes Interior Design & Construction Management); Astronomy; Biology; Chemistry; Computer; Earth Sciences; Engineering & Technology; Mathematics; and Physics. The School Dean is responsible for establishing academic integrity and ensuring quality instruction by demonstrating the vision, leadership, curriculum expertise, class scheduling experience, personnel management and financial accountability of the School of Science, Technology, Engineering, & Mathematics (STEM) to serve student needs and interests. The School Dean collaborates with appropriate divisions of the College to ensure diversity and student equity and to foster a supportive, positive, and productive environment for the School's diverse employees and students.

The Dean serves as the liaison between senior administration and the departments/programs to affect decision-making, resolve problems, and anticipate and respond to future needs. The School Dean recommends and manages budgets ensuring achievement of the District's budgetary goals. The School Dean coordinates with other Center and School Deans to ensure the delivery of quality educational services and assumes overall responsibility for the supervision of assigned department chairs, faculty coordinators, and classified staff, as appropriate.

Major Duties and Responsibilities:

Academic Responsibilities/Curriculum & Instruction
1. Serve as the educational leader of the School of Science, Technology, Engineering, & Mathematics (STEM) by providing leadership on innovative student learning, student support, and program development.
2. Provide operational oversight and promote accountability and leadership in the development and review of program offerings, scheduling of classes, and teaching assignments based on student and community needs.

3. Maintain an understanding of current ideas, research, technology, and practices pertaining to areas of responsibility through study and participation in professional organizations.

4. Provide leadership to assist department chairs and faculty with the development of credit and noncredit offerings of distance, hybrid, and in-person courses including facilitating grant applications for areas of responsibility.

5. Work with Center Deans and department chairs to monitor enrollment patterns, faculty workloads and hours across disciplines, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

6. Cooperate with the department chairs in facilitating and overseeing the resolution, where possible, of student complaints.

7. Plan and conduct regular meetings with School personnel; promote a team effort; communicate relevant College deadlines, policies, procedures, applicable regulations of outside agencies, and other matters of interest or compliance to department chairs, faculty, classified staff and students.

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14. Coordinate efforts with the District’s Marketing Department to implement a marketing and promotion plan for the School.

**Budget/Fiscal Management**

15. In compliance with District guidelines, recommend, implement, and monitor multiple budgets for assigned areas to ensure that the School of Science, Technology, Engineering, & Mathematics (STEM) remains fiscally
sound and is operated within its allocated budget.

16. Oversee the allocation of the School’s Academic Departments’ equipment and supplies funds.

**Liaison/ Relationships with Community**
17. Aligned with the District and the School of Science, Technology, Engineering, & Mathematics (STEM)’s mission and goals, participate in community activities and professional organizations that foster student diversity.

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**Educational Leadership**
19. Support department chairs, faculty and classified staff by working with administration to ensure resources and opportunities are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills.

20. Work with instruction and student services deans, department chairs, faculty and classified staff to strengthen collaboration between instruction and student services to promote student success.

**Personnel**
21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

22. Review Tenure Review Committee recommendations for faculty tenure, promotion, non-promotion, and dismissals for final approval to the Chancellor and the Board of Trustees.

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**General Responsibilities**
24. Promote a work culture aligned with the College’s mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

25. Serve on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

26. Attend Board of Trustees’ meetings; make presentations and submit reports and action items related to areas of responsibility.

27. Perform additional administrative duties and services as requested and assigned.
Minimum Requirements:

1. An earned Master’s degree from an accredited college or university and one year of formal training, internship or leadership experience related to the administrative assignment.

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction in an accredited institution and in one of the disciplines offered at the School of Science, Technology, Engineering & Mathematics (STEM).

4. Strong skills in verbal and written communication, organizational management and strategic planning.

5. Demonstrated ability to establish and maintain effective working relationships.

6. Proven track record as a leader, instructor, and public servant in a variety of settings.

7. Evidence of effective planning in the management, supervision, and evaluation of employees and their assigned work.

8. Demonstrated experience in managing financial resources effectively, including determining how best to utilize resources and managing budget and expenditures.

9. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]

Desirable Qualifications:

1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.

2. Equivalent to five years of full-time teaching and/or professional experience at a community college.

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

4. Experience with planning, accreditation, and student learning outcomes.

5. Experience in a multi-education center district.
6. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.

7. Experience with data driven strategic planning and decision-making.

8. Demonstrated successful experience in first-level administration of faculty and staff.

Application Procedure:

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1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified and/or support staff, an administrator, a supervisor, and a colleague of managerial, supervisory ranking. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

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Position Information

Posting Number: 0130010

POSITION INFORMATION

Position Title: Dean, School of English & Foreign Languages
(Office of the Chancellor)

Title Code:

Link to Job Brochure (if available):

Posting Date: 02-14-2013

Filing Deadline (All postings close at 4:00 PM):
03-20-2013

Additional Filing Deadline Information:

Job Category: Administrative

Appointment Type: Administrative - Dean

Employment Status:

Appointment Start Date: Negotiable

Appointment End Date:

Bilingual (Classified):

Work Schedule/Load: 12 month appointment (228 days per academic year)

Location:

The salary range for the position is competitive and based on related experience.

Salary:

Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

Benefits:

Retirement Classification: STRS

DEPARTMENT INFORMATION

Department/Division: Chancellor

Contact:(for information regarding the duties):
Clara Starr, Dean of Human Resources

Contact Phone/Extension:
(415) 241-2249

Contact Email:
cstarr@ccsf.edu

POSTING TEXT

City College of San Francisco:
The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND becomes fiscally solvent. Once again, voters of the great "City by the Bay" voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District’s fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students’ lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

**Position Description:**

Under the direction and supervision of the Associate Vice Chancellor School Deans, the School Dean provides leadership to one of the District’s integrated disciplinary Schools that may include, but not limited to: transfer, general education, workforce and economic development, basic skills, and career technical education. The Dean serves as the institutional leader and immediate administrator of the School of English & Foreign Languages. The School of English & Foreign Languages includes: English/Humanities, Foreign Languages (American Sign Language, Chinese (Mandarin and Cantonese), French, German, Italian, Japanese, Pilipino, Russian, and Spanish). The School Dean is responsible for establishing academic integrity and ensuring quality instruction by demonstrating the vision, leadership, curriculum expertise, class scheduling experience, personnel management and financial accountability of the School of English & Foreign Languages to serve student needs and interests. The School Dean collaborates with appropriate divisions of the College to ensure diversity and student equity and to foster a supportive, positive, and productive environment for the School’s diverse employees and students.

The Dean serves as the liaison between senior administration and the departments/programs to affect decision-making, resolve problems, and anticipate and respond to future needs. The School Dean recommends and manages budgets ensuring achievement of the District’s budgetary goals. The School Dean coordinates with other Center and School Deans to ensure the delivery of quality educational services and assumes overall responsibility for the supervision of assigned department chairs, faculty coordinators, and classified staff, as appropriate.

**Major Duties and Responsibilities:**

**Academic Responsibilities/Curriculum & Instruction**

1. Serve as the educational leader of the School of English & Foreign Languages by providing leadership on innovative student learning, student support, and program development.

2. Provide operational oversight and promote accountability and leadership in the development and review of program offerings, scheduling of classes, and teaching assignments based on student and
community needs.

3. Maintain an understanding of current ideas, research, technology, and practices pertaining to areas of responsibility through study and participation in professional organizations.

4. Provide leadership to assist department chairs and faculty with the development of credit and noncredit offerings of distance, hybrid, and in-person courses including facilitating grant applications for areas of responsibility.

5. Work with Center Deans and department chairs to monitor enrollment patterns, faculty workloads and hours across disciplines, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

6. Cooperate with the department chairs in facilitating and overseeing the resolution, where possible, of student complaints.

7. Plan and conduct regular meetings with School personnel; promote a team effort; communicate relevant College deadlines, policies, procedures, applicable regulations of outside agencies, and other matters of interest or compliance to department chairs, faculty, classified staff and students.

8. Work with department chairs in finding resources to develop opportunities, programs and needed changes that enhance student success.

**Planning & Development**

9. Work directly with all School faculty including department chairs and faculty coordinators to prioritize program review requests for resource allocations.

10. Provide leadership to department chairs and faculty in their assessment of student learning outcomes as they relate to courses and programs.

11. Engage with department chairs, faculty and classified staff to assess new technologies and software to improve pedagogy and learning outcomes, increase opportunities for student access, and enhance the effectiveness and efficiency of the work environment.

12. Prepare annual School goals, participate in planning activities, and facilitate completion of goals to ensure all accreditation, State and federal criteria concerning academics are followed.

13. Work with Center Deans, department chairs, faculty and classified staff to plan and implement all activities required for program accreditation.

14. Coordinate efforts with the District's Marketing Department to implement a marketing and promotion plan for the School.

**Budget/Fiscal Management**

15. In compliance with District guidelines, recommend, implement, and monitor multiple budgets for assigned areas to ensure that the School of English & Foreign Languages remains fiscally sound and is operated within its allocated budget.

16. Oversee the allocation of the School's Academic Departments'
equipment and supplies funds.

Liaison/ Relationships with Community
17. Aligned with the District and the School of English & Foreign Languages' mission and goals, participate in community activities and professional organizations that foster student diversity.

18. Establish and maintain positive working relationships with area high schools, colleges, universities, and business and community-based organizations that promote and benefit the School's education programs.

Educational Leadership
19. Support department chairs, faculty and classified staff by working with administration to ensure resources and opportunities are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills.

20. Work with instruction and student services deans, department chairs, faculty and classified staff to strengthen collaboration between instruction and student services to promote student success.

Personnel
21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

22. Review Tenure Review Committee recommendations for faculty tenure, promotion, non-promotion, and dismissals for final approval to the Chancellor and the Board of Trustees.

23. In accord with District policies, contracts, and procedures, manage the professional conduct of assigned department chairs, faculty, and classified staff and collaborate with Employee Relations in resolving employee disciplinary matters; where resolution is not reached at the departmental level, serve as the administrative grievance officer in employee discipline processes.

General Responsibilities
24. Promote a work culture aligned with the College's mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

25. Serve on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

26. Attend Board of Trustees' meetings; make presentations and submit reports and action items related to areas of responsibility.

27. Perform additional administrative duties and services as requested and assigned.

Minimum Requirements:
1. An earned Master's degree from an accredited college or university and one year of formal training, internship or leadership experience related to the administrative assignment.

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction in an accredited institution and in one of the disciplines offered at the School of English & Foreign Languages.

4. Strong skills in verbal and written communication, organizational management and strategic planning.

5. Demonstrated ability to establish and maintain effective working relationships.

6. Proven track record as a leader, instructor, and public servant in a variety of settings.

7. Evidence of effective planning in the management, supervision, and evaluation of employees and their assigned work.

8. Demonstrated experience in managing financial resources effectively, including determining how best to utilize resources and managing budget and expenditures.

9. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]

Desirable Qualifications:

1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.

2. Equivalent to five years of full-time teaching and/or professional experience at a community college.

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

4. Experience with planning, accreditation, and student learning outcomes.

5. Experience in a multi-education center district.

6. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.

7. Experience with data driven strategic planning and decision-making.
8. Demonstrated successful experience in first-level administration of faculty and staff.

Application Procedure:

To apply for this posting, start by completing an online Application for Administrative Position at http://jobs.ccsf.edu. To be considered a candidate for this posting, the following materials must be submitted and received by the Human Resources Department on or before 4:00 p.m. of the posting filing deadline. Substitution of required document(s) is not permitted.

Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified and/or support staff, an administrator, a supervisor, and a colleague of managerial, supervisory ranking. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

Applicants bear the sole responsibility for ensuring that all application materials are complete when submitted and are received by the Human Resources Department by 4:00 p.m. on the posting filing deadline. Postmarks will not be honored. Emails are not acceptable. Incomplete application packages will not be considered. All materials become the
property of the City College of San Francisco, and will not be returned. Application files for this posting will not be considered for other postings.

For additional assistance, please call Human Resources Department at (415) 241-2246.

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (Interview with the Chancellor and at the Chancellor’s discretion, other appropriate parties).

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprinting processing, and verification of their legal right to work in the United States.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job posting at any time without prior notice.

All appointments are conditional until approved by the Board of Trustees, San Francisco Community College District.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Title 5/EEO/ADA Compliance Officer, (415) 241-2294.
Job Posting Preview

Position Information

Posting Number
0130014

POSITION INFORMATION

Position Title
Dean, School of Business, Technology, Fashion, & Hospitality
(Office of the Chancellor)

Title Code

Link to Job Brochure
(if available)

Posting Date
02-14-2013

Filing Deadline
(All postings close at 4:00 PM)
03-20-2013

Additional Filing Deadline Information

Job Category
Administrative

Appointment Type
Administrative - Dean

Employment Status:

Appointment Start Date
Negotiable

Appointment End Date

Bilingual (Classified):

Work Schedule/Load
12 month appointment (228 days per calendar year)

Location

Salary
The salary range for the position is competitive and based on related experience.

Benefits
Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

Retirement Classification: STRS

DEPARTMENT INFORMATION

Department/Division
Chancellor

Contact:(for information regarding the duties)
Clara Starr, Dean of Human Resources

Contact Phone/Extension
(415) 241-2249

Contact Email
cstarr@ccsf.edu

POSTING TEXT

City College of San Francisco:
The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND becomes fiscally solvent. Once again, voters of the great "City by the Bay" voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District's fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students' lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

Position Description:

Under the direction and supervision of the Associate Vice Chancellor School Deans, the School Dean provides leadership to one of the District's integrated disciplinary Schools that may include, but not limited to: transfer, general education, workforce and economic development, basic skills, and career technical education. The Dean serves as the institutional leader and immediate administrator for the School of Business, Technology, Fashion, & Hospitality. The School of Business, Technology, Fashion, & Hospitality includes the following departments: Business/Office Technology/Small Business; Computer Networking and Information Technology; Culinary Arts and Hospitality Studies; and Fashion. The School Dean is responsible for establishing academic integrity and ensuring quality instruction by demonstrating the vision, leadership, curriculum expertise, class scheduling experience, personnel management and financial accountability of the School of Business, Technology, Fashion, & Hospitality to serve student needs and interests. The School Dean collaborates with appropriate divisions of the College to ensure diversity and student equity and to foster a supportive, positive, and productive environment for the School's diverse employees and students.

The Dean serves as the liaison between senior administration and the departments/programs to affect decision-making, resolve problems, and anticipate and respond to future needs. The School Dean recommends and manages budgets ensuring the achievement of the School's budgetary goals. The School Dean coordinates with other Center and School Deans to ensure the delivery of quality educational services and assumes overall responsibility for the supervision of assigned department chairs, faculty coordinators, and classified staff, as appropriate.

Major Duties and Responsibilities:

Academic Responsibilities/Curriculum & Instruction
1. Serve as the educational leader of the School of Business, Technology, Fashion, & Hospitality by providing leadership on innovative student learning, student support, and program development.

2. Provide operational oversight and promote accountability and leadership in the development and review of program offerings, scheduling of classes, and teaching assignments based on student and community needs.
Examples of Duties

3. Maintain an understanding of current ideas, research, technology, and practices pertaining to areas of responsibility through study and participation in professional organizations.

4. Provide leadership to assist department chairs and faculty with the development of credit and noncredit offerings of distance, hybrid, and in-person courses including facilitating grant applications for areas of responsibility.

5. Work with Center Deans and department chairs to monitor enrollment patterns, faculty workloads and hours across disciplines, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

6. Cooperate with the department chairs in facilitating and overseeing the resolution, where possible, of student complaints.

7. Plan and conduct regular meetings with School personnel; promote a team effort; communicate relevant College deadlines, policies, procedures, applicable regulations of outside agencies, and other matters of interest or compliance to department chairs, faculty, classified staff, and students.

8. Work with department chairs in finding resources to develop opportunities, programs and needed changes that enhance student success.

Planning & Development

9. Work directly with all School faculty including department chairs and faculty coordinators to prioritize program review requests for resource allocations.

10. Provide leadership to department chairs and faculty in their assessment of student learning outcomes as they relate to courses and programs.

11. Engage with department chairs, faculty, and classified staff to assess new technologies and software to improve pedagogy and learning outcomes, increase opportunities for student access, and enhance the effectiveness and efficiency of the work environment.

12. Prepare annual School goals, participate in planning activities, and facilitate completion of goals to ensure all accreditation, State and federal criteria concerning academics are followed.

13. Work with Center Deans, department chairs, faculty, and classified staff to plan and implement all activities required for program accreditation.

14. Coordinate efforts with the District's Marketing Department to implement a marketing and promotion plan for the School.

Budget/Fiscal Management

15. In compliance with District guidelines, recommend, implement, and monitor multiple budgets for assigned areas to ensure that the School of Business, Technology, Fashion, & Hospitality remains fiscally sound and is operated within its allocated budget.

16. Oversee the allocation of the School's Academic Departments' equipment and supplies funds.
Liaison/ Relationships with Community
17. Aligned with the District and the School of Business, Technology, Fashion, & Hospitality’s mission and goals, participate in community activities and professional organizations that foster student diversity.

18. Establish and maintain positive working relationships with area high schools, colleges, universities, and business and community-based organizations that promote and benefit the School’s education programs.

Educational Leadership
19. Support department chairs, faculty and classified staff by working with administration to ensure resources and opportunities are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills.

20. Work with instruction and student services deans, department chairs, faculty and classified staff to strengthen collaboration between instruction and student services to promote student success.

Personnel
21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

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General Responsibilities
24. Promote a work culture aligned with the College’s mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

25. Serve on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

26. Attend Board of Trustees’ meetings; make presentations and submit reports and action items related to areas of responsibility.

27. Perform additional administrative duties and services as requested and assigned.

Minimum Requirements:

1. An earned Master’s degree from an accredited college or university and
one year of formal training, internship or leadership experience related to the administrative assignment.

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction in an accredited institution and in one of the disciplines offered at the School of Business, Technology, Fashion, & Hospitality.

4. Strong skills in verbal and written communication, organizational management and strategic planning.

5. Demonstrated ability to establish and maintain effective working relationships.

6. Proven track record as a leader, instructor, and public servant in a variety of settings.

7. Evidence of effective planning in the management, supervision, and evaluation of employees and their assigned work.

8. Demonstrated experience in managing financial resources effectively, including determining how best to utilize resources and managing budget and expenditures.

9. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]

Desirable Qualifications:

1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.

2. Equivalent to five years of full-time teaching and/or professional experience at a community college.

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

4. Experience with planning, accreditation, and student learning outcomes.

5. Experience in a multi-education center district.

6. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.

7. Experience with data driven strategic planning and decision-making.
8. Demonstrated successful experience in first-level administration of faculty and staff.

Application Procedure:

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1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. The statement "See Resume" is not acceptable.

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified and/or support staff, an administrator, a supervisor, and a colleague of managerial, supervisory ranking. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

Applicants bear the sole responsibility for ensuring that all application materials are complete when submitted and are received by the Human Resources Department by 4:00 p.m. on the posting filing deadline. Postmarks will not be honored. Emails are not acceptable. Incomplete application packages will not be considered. All materials become the property of the City College of San Francisco, and will not be returned.
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For additional assistance, please call Human Resources Department at (415) 241-2246.

Application Procedure (Continued, if applicable)

Link to Additional Form(s)
(if available)

ADA Statement

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Special Instructions to Applicants

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (interview with with the Chancellor and at the Chancellor’s discretion, other appropriate parties).

Selection Procedure/Conditions of Employment

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which include, but are not limited to, tuberculosis clearance (EC 87-408.6), fingerprinting processing, and verification of their legal right to work in the United States.

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Job Posting Preview

Position Information

Posting Number 0130011

POSITION INFORMATION

Position Title Dean, School of ESL, International Education, & Transitional Studies (Office of the Chancellor)

Title Code

Link to Job Brochure (if available)

Posting Date 02-14-2013

Filing Deadline (All postings close at 4:00 PM) 03-20-2013

Additional Filing Deadline Information

Job Category Administrative

Appointment Type Administrative - Dean

Employment Status:

Appointment Start Date Negotiable

Appointment End Date

Bilingual (Classified):

Work Schedule/Load 12 month appointment (228 days per academic year)

Location

Salary

Benefits

The salary range for the position is competitive and based on related experience.

Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

Retirement Classification: STRS

DEPARTMENT INFORMATION

Department/Division Chancellor

Contact:(for information regarding the duties) Clara Starr, Dean of Human Resources

Contact Phone/Extension (415) 241-2249

Contact Email cstarr@ccsf.edu

POSTING TEXT
City College of San Francisco:

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Position Description:

Under the direction and supervision of the Associate Vice Chancellor School Deans, the School Dean provides leadership to one of the District’s integrated disciplinary Schools that may include, but not limited to: transfer, general education, workforce and economic development, basic skills, and career technical education. The Dean serves as the institutional leader and immediate administrator of the School of ESL, International Education, & Transitional Studies. The School of ESL, International Education, & Transitional Studies includes: English as a Second Language (ESL), International Education, and International Student Programs, and Transitional Studies. The School Dean is responsible for establishing academic integrity and ensuring quality instruction by demonstrating the vision, leadership, curriculum expertise, class scheduling experience, personnel management and financial accountability of the School of ESL, International Education & Transitional Studies to serve student needs and interests. The School Dean collaborates with appropriate divisions of the College to ensure diversity and student equity and to foster a supportive, positive, and productive environment for the School’s diverse employees and students.

The Dean serves as the liaison between senior administration and the departments/programs to affect decision-making, resolve problems, and anticipate and respond to future needs. The School Dean recommends and manages budgets ensuring achievement of the District’s budgetary goals. The School Dean coordinates with other Center and School Deans to ensure the delivery of quality educational services and assumes overall responsibility for the supervision of assigned department chairs, faculty coordinators, and classified staff, as appropriate.

Major Duties and Responsibilities:

Academic Responsibilities/Curriculum & Instruction
1. Serve as the educational leader of the School of ESL, International Education, & Transitional Studies by providing leadership on innovative student learning, student support, and program development.

2. Provide operational oversight and promote accountability and leadership in the development and review of program offerings, scheduling of classes, and teaching assignments based on student and
community needs.

3. Maintain an understanding of current ideas, research, technology, and practices pertaining to areas of responsibility through study and participation in professional organizations.

4. Provide leadership to assist department chairs and faculty with the development of credit and noncredit offerings of distance, hybrid, and in-person courses including facilitating grant applications for areas of responsibility.

5. Work with Center Deans and department chairs to monitor enrollment patterns, faculty workloads and hours across disciplines, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

6. Cooperate with the department chairs in facilitating and overseeing the resolution, where possible, of student complaints.

7. Plan and conduct regular meetings with School personnel; promote a team effort; communicate relevant College deadlines, policies, procedures, applicable regulations of outside agencies, and other matters of interest or compliance to department chairs, faculty, classified staff and students.

8. Work with department chairs in finding resources to develop opportunities, programs and needed changes that enhance student success.

**Planning & Development**

9. Work directly with all School faculty including department chairs and faculty coordinators to prioritize program review requests for resource allocations.

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11. Engage with department chairs, faculty and classified staff to assess new technologies and software to improve pedagogy and learning outcomes, increase opportunities for student access, and enhance the effectiveness and efficiency of the work environment.

12. Prepare annual School goals, participate in planning activities, and facilitate completion of goals to ensure all accreditation, State and federal criteria concerning academics are followed.

13. Work with Center Deans, department chairs, faculty and classified staff to plan and implement all activities required for program accreditation.

14. Coordinate efforts with the District’s Marketing Department to implement a marketing and promotion plan for the School.

**Budget/Fiscal Management**

15. In compliance with District guidelines, recommend, implement, and monitor multiple budgets for assigned areas to ensure that the School of ESL, International Education, & Transitional Studies remains fiscally sound and is operated within its allocated budget.

16. Oversee the allocation of the School’s Academic Departments'
equipment and supplies funds.

**Liaison/ Relationships with Community**

17. Aligned with the District and the School of ESL, International Education, & Transitional Studies’ mission and goals, participate in community activities and professional organizations that foster student diversity.

18. Establish and maintain positive working relationships with area high schools, colleges, universities, and business and community-based organizations that promote and benefit the School’s education programs.

**Educational Leadership**

19. Support department chairs, faculty and classified staff by working with administration to ensure resources and opportunities are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills.

20. Work with instruction and student services deans, department chairs, faculty and classified staff to strengthen collaboration between instruction and student services to promote student success.

**Personnel**

21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

22. Review Tenure Review Committee recommendations for faculty tenure, promotion, non-promotion, and dismissals for final approval to the Chancellor and the Board of Trustees.

23. In accord with District policies, contracts, and procedures, manage the professional conduct of assigned department chairs, faculty, and classified staff and collaborate with Employee Relations in resolving employee disciplinary matters; where resolution is not reached at the departmental level, serve as the administrative grievance officer in employee discipline processes.

**Immigration**

24. Serves as Designated School Official (DSO) and as primary liaison with the Department of Homeland Security (DHS) and overseas U.S. Consulates and Embassies. Confer with immigration officials, and advocates and resolves complex immigration and Visa issues for the Institute of International Students (IIS).

25. Serve as liaison with U.S. Citizenship and Immigration Services (USCIS) and Electronic Data Systems/Immigration and Customs Enforcement (EDS/ICE) regarding SEVIS regulation updates, audit, or information verification needs.

26. Maintains current knowledge on immigration legislation regulations and policies, such as those regarding admission to the U.S., extension of stay, authorization to work, travel, optional practical training, etc.

27. Ensures that the institution is in compliance with all USCIS regulations
regarding Student and Exchange Visitor Program (SEVP).

28. In conjunction with the Associate Vice Chancellor School Deans, interprets and works with staff to implement pertinent Federal, State, and local legislation and regulations with appropriate CCSF units.

**General Responsibilities**

29. Promote a work culture aligned with the College's mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

30. Serve on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

31. Attend Board of Trustees' meetings; make presentations and submit reports and action items related to areas of responsibility.

32. Perform additional administrative duties and services as requested and assigned.

**Minimum Requirements:**

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

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction in an accredited institution and in one of the disciplines offered at the School of ESL, International Education & Transitional Studies.

4. Strong skills in verbal and written communication, organizational management and strategic planning.

5. Demonstrated ability to establish and maintain effective working relationships.

6. Proven track record as a leader, instructor, and public servant in a variety of settings.

7. Evidence of effective planning in the management, supervision, and evaluation of employees and their assigned work.

8. Demonstrated experience in managing financial resources effectively, including determining how best to utilize resources and managing budget and expenditures.

9. Demonstrated commitment to participatory governance, consensus building, and team approach to management.

[If you would like to claim equivalency, the Administrative Equivalency Application Form is available on the left side margin. This form will be considered as part of the application materials and must be submitted on or before the filing deadline as indicated on this job posting.]
Desirable Qualifications:

1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.

2. Equivalent to five years of full-time teaching and/or professional experience at a community college.

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

4. Experience with planning, accreditation, and student learning outcomes.

5. Experience in a multi-education center district.

6. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.

7. Experience with data driven strategic planning and decision-making.

8. Demonstrated successful experience in first-level administration of faculty and staff.


10. Demonstrated knowledge of USCIS regulations as they relate to international students on F1 visas.

Application Procedure:

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Applicant: Please do not attach placeholders, notes or blank documents in place of required materials in order to complete your application or generate a confirmation number. Please do not send any application materials to other departments besides Human Resources. The Human Resources Department is not responsible for any documents addressed and/or sent to other departments.

1. A letter of interest (maximum 4 pages) detailing your background and experience related to the position (refer to the Duties and Responsibilities and Employment Qualifications); AND, your commitment to and experience within a diverse multi-cultural organization with a highly diverse faculty, staff, and student body.

2. A current curriculum vitae or resume summarizing educational and administrative background and experience.
3. A City College of San Francisco Electronic Administrative Position Application completed in full and applied to this specific posting online. **The statement "See Resume" is not acceptable.**

4. A list of references with names, addresses, telephone numbers, and e-mail addresses of five (5) references that include: faculty, classified and/or support staff, an administrator, a supervisor, and a colleague of managerial, supervisory ranking. (References will be contacted only if you are among the final candidates.)

5. Copies of transcripts verifying the degrees and majors as listed on applicant's CCSF Application Form; official transcripts and actual verification of work experience will be required at a later date. [NOTE: Degrees and majors must be posted on transcripts to be considered in the application process. Foreign degree(s) must be evaluated before an application can be processed.]

6. Diversity Statement: Separate from your letter of interest, submit a concise response to relate several of your experiences or your involvement in circumstances or environments which strongly affected your understanding of and ability to function in a diverse community comprised of students and colleagues from varying academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.

Applicants bear the sole responsibility for ensuring that all application materials are complete when submitted and are received by the Human Resources Department by 4:00 p.m. on the posting filing deadline. Postmarks will not be honored. Emails are not acceptable. Incomplete application packages will not be considered. All materials become the property of the City College of San Francisco, and will not be returned. Application files for this posting will not be considered for other postings.

For additional assistance, please call Human Resources Department at (415) 241-2246.

Applicants who require a reasonable accommodation to participate in this hiring process should contact the District ADA Coordinator at 415/241-2294 to make the necessary arrangements. Please be aware that verification of a covered disability under the ADA may be required.

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (interview with the Chancellor and at the Chancellor’s discretion, other appropriate parties).

Employees must satisfy all the pre-employment requirements for a CCSF Release to Work Authorization Certificate prior to appointment which
include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprinting processing, and verification of their legal right to work in the United States.

City College of San Francisco reserves the right at its sole discretion to modify or to rescind this job posting at any time without prior notice.

All appointments are conditional until approved by the Board of Trustees, San Francisco Community College District.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity. For further information, contact the CCSF Title 5/EEO/ADA Compliance Officer, (415) 241-2294.
Job Posting Preview

Position Information

Posting Number

0130009

POSITION INFORMATION

Position Title

Dean, School of Health, Physical Education, & Social Services
(Office of Chancellor)

Title Code

Filing Deadline

(All postings close at 4:00 PM)

03-20-2013

Additional Filing Deadline Information

Job Category

Administrative

Appointment Type

Administrative - Dean

Employment Status:

Appointment Start Date

Negotiable

Appointment End Date

Bilingual (Classified):

Work Schedule/Load

12 month appointment (228 days per academic year)

Location

Salary

The salary range for the position is competitive and based on related experience.

Choice of several health plans, plus $50,000 Group Life Insurance, Prescription Drug Plan, and Dental Care Plan.

Benefits

Retirement Classification: STRS

DEPARTMENT INFORMATION

Department/Division

Chancellor

Contact:(for information regarding the duties)

Clara Starr, Dean of Human Resources

Contact Phone/Extension

(415) 241-2249

Contact Email

cstarr@ccsf.edu

POSTING TEXT

City College of San Francisco:
The college community of board members, administrators, faculty, staff, students, and key community leaders are working diligently to ensure CCSF meets the accrediting standards AND becomes fiscally solvent. Once again, voters of the great "City by the Bay" voted overwhelmingly for a property tax initiative that will provide additional funds ($14 million) annually between 2013 and 2021 to help strengthen the District’s fiscal solvency. The College is very proud of its accomplishments, providing nationally recognized programs, offering a comprehensive curriculum and support services, garnering numerous local, state, and national grants to provide open doors, open minds, and open arms to help transform students’ lives. Through a revised participatory governance structure, all constituent groups have opportunity and a voice in college governance affairs. Student success continues to be at the forefront as CCSF undergoes major change to ensure its fiscal solvency and institutional effectiveness.

Position Description:

Under the direction and supervision of the Associate Vice Chancellor School Deans, the School Dean provides leadership to one of the District’s integrated disciplinary Schools that may include, but not limited to: transfer, general education, workforce and economic development, basic skills, and career technical education. The Dean serves as the institutional leader and immediate administrator of the School of Health, Physical Education, & Social Services. The School of Health, Physical Education, & Social Services includes: Administration Justice & Fire Science, Child Development & Family Studies, Consumer Education, Dental Assisting, Health Care Technology, Health Education, Licensed Vocational Nursing, Older Adults, Physical Education & Dance, Radiologic Sciences, and Registered Nursing. The School Dean is responsible for establishing academic integrity and ensuring quality instruction by demonstrating the vision, leadership, curriculum expertise, class scheduling experience, personnel management and financial accountability of the School of Health, Physical Education, & Social Services to serve student needs and interests. The School Dean collaborates with appropriate divisions of the College to ensure diversity and student equity and to foster a supportive, positive, and productive environment for the School's diverse employees and students.

The Dean serves as the liaison between senior administration and the departments/programs to affect decision-making, resolve problems, and anticipate and respond to future needs. The School Dean recommends and manages budgets ensuring achievement of the District’s budgetary goals. The School Dean coordinates with other Center and School Deans to ensure the delivery of quality educational services and assumes overall responsibility for the supervision of assigned department chairs, faculty coordinators, and classified staff, as appropriate.

Major Duties and Responsibilities:

Academic Responsibilities/Curriculum & Instruction
1. Serve as the educational leader of the School of Health, Physical Education, & Social Services by providing leadership on innovative student learning, student support, and program development.

2. Provide operational oversight and promote accountability and leadership in the development and review of program offerings,
scheduling of classes, and teaching assignments based on student and community needs.

3. Maintain an understanding of current ideas, research, technology, and practices pertaining to areas of responsibility through study and participation in professional organizations.

4. Provide leadership to assist department chairs and faculty with the development of credit and noncredit offerings of distance, hybrid, and in-person courses including facilitating grant applications for areas of responsibility.

5. Work with Center Deans and department chairs to monitor enrollment patterns, faculty workloads and hours across disciplines, cost/benefit information, employment and other critical data to identify class schedule opportunities, issues, program development and needed changes.

6. Cooperate with the department chairs in facilitating and overseeing the resolution, where possible, of student complaints.

7. Plan and conduct regular meetings with School personnel; promote a team effort; communicate relevant College deadlines, policies, procedures, applicable regulations of outside agencies, and other matters of interest or compliance to department chairs, faculty, classified staff and students.

8. Work with department chairs in finding resources to develop opportunities, programs and needed changes that enhance student success.

### Planning & Development

9. Work directly with all School faculty including department chairs and faculty coordinators to prioritize program review requests for resource allocations.

10. Provide leadership to department chairs and faculty in their assessment of student learning outcomes as they relate to courses and programs.

11. Engage with department chairs, faculty and classified staff to assess new technologies and software to improve pedagogy and learning outcomes, increase opportunities for student access, and enhance the effectiveness and efficiency of the work environment.

12. Prepare annual School goals, participate in planning activities, and facilitate completion of goals to ensure all accreditation, State and federal criteria concerning academics are followed.

13. Work with Center Deans, department chairs, faculty and classified staff to plan and implement all activities required for program accreditation.

14. Coordinate efforts with the District’s Marketing Department to implement a marketing and promotion plan for the School.

### Budget/Fiscal Management

15. In compliance with District guidelines, recommend, implement, and monitor multiple budgets for assigned areas to ensure that the School of Health, Physical Education, & Social Services remains fiscally sound and is operated within its allocated budget.
16. Oversee the allocation of the School's Academic Departments' equipment and supplies funds.

**Liaison/ Relationships with Community**

17. Aligned with the District and the School of Health, Physical Education, & Social Services' mission and goals, participate in community activities and professional organizations that foster student diversity.

18. Establish and maintain positive working relationships with area high schools, colleges, universities, and business and community-based organizations that promote and benefit the School's education programs.

**Educational Leadership**

19. Support department chairs, faculty and classified staff by working with administration to ensure resources and opportunities are allocated for their training and professional development that promotes teaching excellence and high standards in specified skills.

20. Work with instruction and student services deans, department chairs, faculty and classified staff to strengthen collaboration between instruction and student services to promote student success.

**Personnel**

21. In accord with District policies, contracts, and procedures, supervise and evaluate assigned faculty, including department chairs, faculty coordinators and classified staff; review and approve documents/forms necessary to effectuate assignments and pay of personnel under their supervision, i.e. assignment forms, time sheets, leave of absence forms, etc.

22. Review Tenure Review Committee recommendations for faculty tenure, promotion, non-promotion, and dismissals for final approval to the Chancellor and the Board of Trustees.

23. In accord with District policies, contracts, and procedures, manage the professional conduct of assigned department chairs, faculty, and classified staff and collaborate with Employee Relations in resolving employee disciplinary matters; where resolution is not reached at the departmental level, serve as the administrative grievance officer in employee discipline processes.

**General Responsibilities**

24. Promote a work culture aligned with the College's mission to promote the delivery of customer service, innovation, and quality services to students, employees, and the community.

25. Serve on District and state-wide committees as assigned including participating collegially on CCSF Participatory Governance committees.

26. Attend Board of Trustees' meetings; make presentations and submit reports and action items related to areas of responsibility.

27. Perform additional administrative duties and services as requested and assigned.

**Minimum Requirements:**
Minimum Qualifications

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

2. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and employees.

3. Three (3) years of faculty experience in Instruction in an accredited institution and in one of the disciplines offered at the School of Health, Physical Education & Social Services.

4. Strong skills in verbal and written communication, organizational management and strategic planning.

5. Demonstrated ability to establish and maintain effective working relationships.

6. Proven track record as a leader, instructor, and public servant in a variety of settings.

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1. Experience and knowledge of current and emerging technologies related to the teaching/learning environment.

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4. Experience with planning, accreditation, and student learning outcomes.

5. Experience in a multi-education center district.

6. Demonstrated successful ability to acquire and administer external funding for support of programs in the School.
7. Experience with data driven strategic planning and decision-making.

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2. A current curriculum vitae or resume summarizing educational and administrative background and experience.

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Application Procedure (Continued, if applicable)

Link to Additional Form(s)
(If available)

ADA Statement

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Special Instructions to Applicants

Applicants who meet all minimum qualifications and have submitted all required application documents to the CCSF Human Resources Department on or before the filing deadline will be included in the initial review processes to be conducted by the Search Committee. A reasonable number of applicants who are judged by the Committee as best matching the requirements of the position will be invited for a personal interview (1st level) with the Search Committee. A 2nd level process will occur for final candidates (Interview with the Chancellor and at the Chancellor’s discretion, other appropriate parties).

Selection Procedure/Conditions of Employment

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EEO Statement