

Senior Dean of Planning & Institutional Effectiveness

Posting Details

Posting Details (Default Section)

Recruitment Type:	Open (Internal and External applicants)
Special Instructions to Applicants	<p>Reporting to the President, the Senior Dean of Planning & Institutional Effectiveness will provide dynamic and effective leadership to: manage college-wide and program-level planning; oversee institutional effectiveness and programmatic/course-level assessment (learning outcomes); ensure that an equity lens and mindset are applied to planning and effectiveness efforts; lead institutional accreditation processes; and facilitate the gathering, reporting, analysis, and utilization of data as a means of continuous improvement. This position is envisioned as promoting and strengthening a college culture of planning and evaluation that facilitates the achievement of student success, institutional goals, and equitable outcomes. The incumbent will serve as the college's Accreditation Liaison Officer, a member of President's Cabinet, and the key point of contact/liaison with District Research & Planning.</p> <p>The successful candidate will: be a strategic thinker with a collaborative leadership style; possess excellent communication and organizational skills; understand how to work effectively in a shared governance environment; and have broad knowledge of instructional, student services, and administrative functions of the college.</p> <p>Note: New employees will be placed at the first step which is \$9,576 per month, second step \$10,060 per month or third step at \$10,569 per month (depending upon experience). Based on current salary placement guidelines, all step increases for which an employee becomes eligible shall take place on July 1st of each fiscal year. These increases will occur, on annual basis, until the maximum step of \$11,667 per month is reached on the salary schedule.</p> <p>First Level Interviews will take place the week of May 1, and Final Interviews the week of May 8.</p>
Position Title	Senior Dean of Planning & Institutional Effectiveness
Location	Los Medanos College
Posting Number	0000955
# of Openings	1
Range	M9
Salary	\$9,576-\$11,667
Position Status	Permanent
Overtime Status	Exempt (not eligible)
Position	Full-Time
If temporary, employment duration:	n/a
# of Hours Scheduled Per Week	40
Work Schedule By Day and Work Hours	Monday- Friday, 8am- 5pm
Shift Differential %	n/a
# of Months	12
Non-work Periods:	n/a
EEO Job Category	Executive/Administrative/Managerial

Employee Group	Manager - Academic
Department	L1001-President's Office
Position Definition	Under administrative direction of a college-level or District-level executive manager, oversees the work of lower level managers and/or major college instructional, student services and/or support programs. Manages and evaluates assigned managers, directors, supervisors, faculty and staff, in conformance with appropriate policies and procedures. Carries out complex projects and special programs.
Distinguishing Characteristics	A Senior Dean can have multiple major programs reporting to the position and may supervise assigned managers. The Executive Dean classification is reserved for the oversight of major college-wide or Districtwide programs, projects or large off-campus centers.
Examples of Duties/Essential Functions	Duties/essential functions may include, but not be limited to, the following: Provides vision and leadership for a diverse, dynamic and innovative community of managers, faculty, staff and students. Provides year-round leadership, management, participation and development of major instructional, student services and/or support programs. Assists in the hiring process of management, faculty and classified staff. Manages assigned managers, faculty, classified and supervisory staff. Assists in the training of assigned managers, supervisory, faculty and classified staff. Evaluates assigned managers, supervisors and classified staff. Assists in the evaluation of faculty. Administers assigned major program area budgets. Provides leadership for, assists and/or prepares instructional, student services and/or support program research, reports and program evaluations as needed. Manages and implements major regular and specially funded projects and programs in the instructional, student, and/or support services areas. Develops and/or assists with the creation of policies, regulations, and procedures for managing a college's educational, student and/or support services programs in accordance with college and District mission and goals. Facilitates grant applications for assigned divisions or major program areas, manages grants, and prepares required reports. Serves as liaison with other college program areas and services advisory committees, individual students and student groups, and appropriate university, school and other off-campus and community groups. Serves on college and district committees as assigned. Organizes, manages and participates in the annual planning and budgeting process in cooperation with managers, supervisors, faculty, and classified staff and in concert with college goals for assigned divisions and/or major program areas. Manages the approved annual budget for assigned area. Responds to and seeks resolution of complaints arising from assigned divisions and major program area activities, including participating in the process of collective bargaining contract grievances. Provides leadership for and assists with college or District program reviews. Assists in accreditation process. Supports a climate that promotes innovation and improved service to students and the community; cooperates with area staff and other managers to develop processes that are student friendly and supportive of student success. Manages and participates in the continued evaluation and improvement of the assigned areas' instructional, student and/or support services programs. Promotes the assessment of student outcomes in order to determine the effectiveness of student learning and student development programs in assigned areas. Assists in the coordination of area programs with those of other institutions and in the development of partnerships with external agencies. Actively participates in and supports college and District shared governance components and activities and other collaborative processes. Employs appropriate techniques and strategies to resolve disputes and to enhance communication and cooperation among the members of the college and District communities. Interpret and analyze appropriate laws, policies, rules and procedures to determine impact on assigned instructional, student and/or support services program areas and oversee compliance and reporting strategies. Travels throughout the District in carrying out responsibilities and functions. Performs other related duties as assigned.
Minimum Qualification-Education/Experience	Education/Training: Earned master's degree or equivalent from an accredited college or university. Experience: Equivalent to at least three (3) years of relevant full-time management experience. License/Certification: Ability to obtain a valid Class C California Driver's License.
Minimum Qualification-Knowledge Of	Computer-based technology for management of assigned divisions/areas and for instructional, student and/or support services; the goals of shared governance; principles and practices of administrative organization and management, planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and college laws, rules and regulations, and collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs such as word processing, spreadsheets, presentation programs and databases; report and presentation writing.
Minimum Qualification-Skill To	Organize, implement and direct complex management activities in the areas of instructional,

**Minimum Qualification-
Ability To**

student and/or support services; make appropriate judgments and decision weighing the relative costs and benefits of potential actions; perceive when important changes are needed in the delivery of services or in the management of programs; effectively communicate orally and in writing; use personal computers utilizing various software applications (i.e., word processing, spreadsheet, presentation programs and database management) including the Internet; work effectively with managers, faculty and staff in a participatory governance environment to accomplish the goals and objectives of the college, the District, and the assigned major program areas; communicate effectively and constructively with persons of diverse cultures, language groups, and abilities; demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, politics, philosophy, disability, and religious background of all students, faculty and staff; establish and maintain effective working relationships with those contacted in the course of work.

Desirable Qualifications

- Five (5) years of higher education management experience and/or experience in a lead role (with increasing responsibility)
- Experience with and/or expertise in...
 - o ACCJC Standards and processes
 - o Building equity-focused practices into the various planning processes of an academic institution
 - o Demonstrated expertise in current principles and procedures of higher education strategic planning and assessment;
 - o Unit-level planning, institutional effectiveness, learning outcomes
 - o Planning/coordinating college-wide initiative(s)
 - o Designing, presenting, and communicating information to broad/diverse constituencies
 - o Developing and managing budgets
 - o Federal- or State-funded grants
- Demonstrated leadership and success with...
 - o Building consensus, cultivating collaborative teams, and integrating multiple initiatives
 - o Project planning, development and implementation
 - o Utilizing a strategic and creative approach to issues, exceptional problem solving, forward thinking, innovative, and proactive in identifying problems and proposing solutions
 - o Effectively conducting business and continually incorporate assessment in a shared governance educational environment
 - o Using data to: promote campus dialogue, facilitate actionable improvements; and identify and address equity issues
 - o Developing and administering grants
- Ability to...
 - o Develop, implement, administer and evaluate high impact practices that foster programmatic success
 - o Develop a comprehensive planning process that incorporates periodic review and revision of college goals, enrollment management principles, human resource planning, accreditation requirements, facilities master planning, fiscal processes, and grant opportunities
 - o Develop, coordinate, and maintain an annual cycle of institutional planning activities culminating in/integrated with the allocation of fiscal resources
 - o Provide leadership in the development, implementation, and maintenance of instructional, student services, and support services program review and planning
 - o Work with members of the College community to use assessment results toward improving classroom practices and support services
 - o Effectively supervise/engage/empower personnel and lead a team
- Knowledge of
 - o Assessment of student learning outcomes
 - o Researching academic data through an equity lens
 - o Familiarity with accountability reporting in higher education at the state and/or national level
 - o Institutional Effectiveness Partnership Initiative, Student Success & Support Program (3SP), Student Equity Plan, Basic Skills Initiative (BSI) Plan, etc...

Job Open Date: 03/15/2017

Job Close Date: 04/17/2017

Open Until Filled No

Diversity Statement It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identity, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identity, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, veteran status, parental status, citizenship or because an individual is perceived to have one or more of these characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.

About Us **About the District**

The mission of the Contra Costa Community College District is to transform lives by providing outstanding learning opportunities that nurture and empower all students to achieve their educational goals. The dedicated faculty, classified professionals and administrators in the District are committed to core values and action that promote excellence in learning and equitable student success. The District is committed to hiring and developing a diverse staff that understands that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students; and creates an inclusive and supportive educational work environment for its students, employees, and the community it serves.

Located in Contra Costa County, in the beautiful and diverse San Francisco East Bay area, the District serves the 1 million residents of the County through education, business partnerships and service in the community. The District first opened its doors in 1949 and is the second oldest and eighth largest multi-college community college district in California. The District consists of three colleges and two centers; Contra Costa College in San Pablo; Diablo Valley College in Pleasant Hill; Los Medanos College in Pittsburg; and the centers in Brentwood and San Ramon. The District Office located in downtown Martinez, supports the mission and functions of the colleges.

As evidenced by the rich diversity in Contra Costa County, the District enrolls a highly diverse student population. Serving over 35,000 students a term, in fall 2014 the demographic make-up of the students was 11% Black/African American; 16% Asian/Pacific Islander; 30% Hispanic/Latino; 31% White/Caucasian; and 13% Other.

The District actively encourages a diverse pool of applicants to serve the dynamic student population and work collaboratively with existing colleagues that are equally dynamic and diverse.

Contra Costa College

Contra Costa College is a dynamic, comprehensive community college with a diverse student population. The institution has served the communities of West Contra Costa County for more than 59 years. Most of the 8,500-plus students who attend the college come from local communities, but many also come from neighboring communities and from countries throughout the world. The college offers certificates and degree programs in 70 areas. It prepares students for immediate employment and for transfer to four-year colleges and universities. Faculty and staff are proud to be affiliated with an institution that has a tradition of excellence and a reputation for educating students to live and work in a diverse global environment.

Diablo Valley College

DVC is committed to increasing student success. The college has distinguished itself as one of the nation's most successful community colleges by offering incomparable transfer opportunities and exceptional career-technical programs. In both Pleasant Hill and San Ramon, a diverse student body engages with high-quality instruction and support services designed for excellence and equity in student learning. DVC's career-technical programs keep pace with emerging technologies and skill requirements, while unparalleled transfer programs prepare students to be successful in four-year colleges and universities. DVC continuously ranks among the top transfer pathways to UC Berkeley.

Los Medanos College

Los Medanos College, opened in 1974, is the newest campus of the Contra Costa Community College District. The college prepares students to excel and succeed economically, socially and intellectually in an innovative, engaging and supportive learning environment. LMC provides quality programs and state-of-the-art facilities to serve the needs of a rapidly-growing and changing East County while enhancing the quality of life of the diverse communities it serves. Los Medanos College is known for its transferable general education program and career technical programs strongly connected with local business and industry. The college serves approximately 10,000 students.

Employee Benefits:

Insurance: The District offers health, vision, dental and life insurance for monthly classified employees and managers/supervisors and their eligible dependents. Monthly classified employees and managers/supervisors covered by another health medical plan may waive District coverage and receive a monthly cash stipend.

Retirement: Most employees are members of the PERS (Public Employees Retirement System) with a 2% 55 formula. Faculty employees and Academic Managers are members of the STRS (State Teachers Retirement System). Police Service employers are members of Safety Public Employees Retirement System (2% at 50).

Deferred Compensation: The District offers two optional deferred compensation plans. Eligible employees have a choice of the 457, 403b plans and a selection of savings and investment options.

Leave Allowance: The District offers monthly eligible classified employees and managers/supervisors a generous vacation and sick leave benefits as well as 20 paid holidays annually (which can vary based on length of winter break).

Additional Benefits: The District also offers monthly eligible classified employees and managers/supervisors educational reimbursements, employee assistance programs, a travel

assistance plan, longevity compensation, retiree benefits, employee discounts on health memberships and a comprehensive wellness program.

Agency Shop: Local One Classified positions are within a collective bargaining unit. Local One employees are required to join the union or pay an equivalent service fee. This is a one-time initiation fee of \$45.00 and monthly contributions of 1% of gross pay + \$1. The United Faculty positions are also within a collective bargaining unit. United Faculty employees are required to join the union or pay an equivalent service fee. The monthly contribution is an agency fee of .55 % of gross pay + \$2.50.

For further information regarding benefits eligibility and details please refer to the following documents available on the 4CD website:

Classified Employees Local 1 Contract(Article 20-Benefits):

<http://www.4cd.edu/hr/LocalOneContract/L-1%20Contract%20Extended%202010-2013.pdf>

Managers/Supervisors/Confidential Personnel Manual (Section 8-Insurance Benefits):

http://www.4cd.edu/gb/policies_procedures/MANUALS/MSC_08.pdf

ADA Accommodations

In conformance with the Americans with Disabilities Act, requests for reasonable accommodations may be made to sleever@4cd.edu. For administrative purposes, requests must be made at the time of application.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Explain how you meet the minimum qualifications for this position: 1) earned master's degree or equivalent from an accredited college or university; and 2) equivalent to at least three years of relevant full-time management experience.
(Open Ended Question)
2. * What steps will you take to develop and sustain a comprehensive planning process that integrates multiple college goals?
(Open Ended Question)
3. * What do you see as the role of a Planning & Institutional Effectiveness Office in advancing an institution's commitment to researching and utilizing academic data through an equity lens?
(Open Ended Question)
4. * Explain your approach to incorporate assessment in the educational setting. What strategies will you utilize to work with the College community on enhancing classroom practices, support services, and administrative operations to improve institutional effectiveness and achieve more equitable student outcomes?
(Open Ended Question)
5. * How would you promote a culture of continuous improvement that includes ongoing institutional engagement with the processes and practices related to accreditation?
(Open Ended Question)

Required Documents

Required Documents

1. Cover Letter
2. Resume
3. Unofficial Transcript

Optional Documents

1. Application for Equivalency
2. Unofficial Transcript 2
3. Unofficial Transcript 3
4. Unofficial Transcript 4
5. Foreign Degree Evaluation Form