Description of Position

Under the direction of the Vice President, Academic Services, the Dean, Academic Services (Arts, Letters and Learning Resources) will provide leadership, direction and administrative responsibility to a diverse and comprehensive academic services division charged with promoting and delivering programs and services that enhance student success. Areas of responsibility include:

- Fine Arts
- Language Arts
- Learning Resource Center
- Basic Skills

Minimum Qualifications

Education and Experience

Any combination equivalent to:

- Master’s degree from an accredited institution.
- One year of formal training, internship, or leadership experience reasonably related to the administrator’s administrative assignment.
- Demonstrated sensitivity to, and understanding of, the diverse academic, social, economic, cultural, disability, and ethnic backgrounds of community college students.

Licenses and Other Requirements

- Valid driver’s license.
- An incumbent must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed in this classification by the College of the Sequoias.

Representative Duties

- Provide leadership, supervision and administrative direction to all functional areas of responsibility.
- Direct, supervise and evaluate assigned academic and classified staff; recommend for employment, direct the assignment of, and direct the evaluation of all assigned staff.
- Supervise the development, implementation, and coordination of the Basic Skills program.
- Oversee the academic component of the Puente Project and collaborate with student services.
- Responsible for the development of the instructional class schedule for assigned division.
- Supervise the District’s Library and Tutorial Services (Learning Resource Center).
- Prepare, monitor, and recommend an annual budget for the assigned Academic Services component of the college and approve and monitor fiscal expenditures for all programs within the areas of responsibility.
- Administer the review and evaluation of the Academic Services programs and make appropriate recommendations for change or improvement.
- Recommend and implement approved plans and policies to facilitate and improve the operations and programs of Academic Services.
- Work cooperatively with college staff, coordinators, managers and administrators to achieve established goals and objectives for all programs within the Division.
- Stay up to date and keep informed of instructional technology, including distance education.
- Develop and generate statistical data and reports related to Academic programs.

Position: 5256–m–02–16
Opening Date: May 17, 2016
Closing Date: June 13, 2016

College of the Sequoias Community College District
915 S. Mooney Blvd.
Visalia, CA 93277–2214
(559) 730-3867

College of the Sequoias
Arts, Letters and Learning Resources

Full–time, 12–month, Management Position
7:45 a.m.—4:45 p.m., Monday through Friday
Web: www.cos.edu
Email: LindaRei@cos.edu
• Provide leadership in the District’s dual-enrollment program with K-12 feeder Districts.
• Develop and maintain additional Academic Services at off-campus locations as necessary.
• Make recommendations to the Vice President of Academic Services regarding outreach and recruitment programs.
• Interpret College policy and administrative decision to those employees under your supervision.
• Direct and participate in the preparation of grant proposals for external funding as needed.
• Prepare and present governing board matters, reports, and actions items related to areas of responsibility.
• Coordinate program review and program planning for areas of responsibility; participate in and support the accreditation process.
• Represent the college in District and State-level activities related to Academic Services Operations.
• Serve on committees as assigned; act as evening Administrator as assigned.
• Assume other duties normally associated with management.

Employment Information
• Salary is at Range M-30 ($95,608 - $128,125 annually).
• Annual salary increase (Steps A through I).
• Minimum 5% increase if promotion.
• Medical/dental/vision insurance program for employee and dependents.
• Retirement.
• Employee life insurance ($100,000) is provided.

Screening Procedure
Only complete application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure
Applicants must submit the following materials which must be received by Human Resource Services on or before the application deadline, June 13, 2016 / 4:30 p.m.
• Application for Academic or Administrative Service.
• Diversity Statement (included in application packet).
• Statement which addresses how the applicant’s experience and/or education enables him/her to be able to perform the Duties and Responsibilities.
• Current resume.
• Transcripts—Copies of transcripts of college/university work may be sent with the application package. Official transcripts are required for employment.
• Two (2) recent letters of recommendation addressing pertinent experience or equivalent competencies.

Send to:
Linda Reis
LindaRei@cos.edu
(559) 730-3867
Position 5256–m–02–16
College of the Sequoias CCD
915 S. Mooney Blvd.
Sequoia Building, Room 5
Visalia, CA 93277–2234

Notice to all candidates for employment
“College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law.”

“College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation.”