



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
invites applications for the position of:

Dean of Student Learning

SALARY: Not Displayed

OPENING DATE: 02/15/22

CLOSING DATE: 03/14/22 11:59 PM

DESCRIPTION:

WHAT YOU'LL DO

Under the direction of the Vice President of Student Support, the Dean is responsible for the overall design, organization, delivery, supervision, evaluation, and fiscal management of a comprehensive student learning program in an assigned division/student services area.

This recruitment is being conducted to fill a 12 month, 100% position, located at Moorpark College, beginning July 1, 2022.

WHERE YOU'LL WORK

Moorpark College, one of three colleges in the Ventura County Community College District, was founded in 1967. It serves approximately 15,000 students, and with a "students first" philosophy, empowers its diverse community of learners to complete their goals for academic transfer, basic skills, and career education. Moorpark College is one of the most beautiful community colleges in California. Set on 150 acres, the campus is nestled in the foothills on the southeastern flank of Ventura County, about 40 miles from UCLA, and approximately 75 miles from UC Santa Barbara. It is also a short drive from CSU Northridge, CSU Channel Islands, and California Lutheran University. Moorpark College has been recognized as an Aspen 150 College for the last two years. Known for transfer of students to public and private universities, Moorpark College has the highest number of Associate Degree for Transfers among California community colleges its size.

Moorpark College has the distinction of being recognized as a Champion of Higher Education by the Campaign for College Opportunity in each of the last five years. A Hispanic Serving Institution, it has an excellent reputation for preparing minority and economically disadvantaged students for university transfer and career success. Moorpark College's signature career/technical programs include nursing, radiation technology, biotechnology, and exotic animal training which incorporates the world-renowned America's Teaching Zoo. The college also offers a dynamic range of classes and programs in the visual and performing arts, and its pristine athletic fields and mild climate provide an excellent home for our student athletes. Moorpark College has received numerous grants including a \$2.9 million Department of Education Title V grant in 2020 for its Project STEM Impacto, which develops student cohorts in biology, biotechnology, and computer network systems engineering. Moorpark College student outcomes demonstrate that education inspires and transforms communities. More information can be found on the Moorpark College website.

WHO WE ARE

Equity, diversity, and inclusion are essential to our culture and the work that we do within the Ventura County Community College District (VCCCD). The VCCCD is a public community college district serving residents throughout Ventura County. The VCCCD's three colleges - Moorpark College, Oxnard College, and Ventura College - offer programs for transfer to four-year colleges and universities; career technical training; basic skills instruction; as well as community service, economic development, and continuing education for cultural growth, life enrichment, and skills improvement. The Ventura County Community College District recognizes that a diverse community of faculty, staff, and administrators promote academic excellence. This creates an inclusive educational and work environment for its students, employees, and the community it serves. With the understanding that a diverse community fosters multi-cultural awareness, promotes mutual understanding and respect, and provides role models for all students, the VCCCD is committed to recruiting and employing a diverse and committed group of faculty, staff, and administrators who are dedicated to the success of all college students.

We encourage candidates who are equity-minded to submit an application for employment. We are designated Hispanic-Serving Institutions committed to racial and socio-economic diversity as it reflects our communities and student populations. We actively seek to attract candidates who share this commitment to equity, diversity, and inclusion. For the VCCCD, equity-mindedness refers to the perspective or model of thinking exhibited by practitioners who call attention to patterns of inequity in student outcomes.

The Ventura County Community College District ensures that all employees and applicants for positions will have equal opportunity for employment regardless of ethnic group identification, race, color, language, accent, immigration status, ancestry, national origin, political beliefs, age, gender, religion, transgender, sexual orientation, marital status, veteran status, and/or physical or mental disability.

COVID-19 VACCINATION REQUIREMENT

Board Policy 3506 COVID-19 Vaccine Requirement for Employees and Students requires that all students and employees of the Ventura County Community College District, which includes faculty, staff, volunteers, student workers, and administrators, be fully vaccinated against COVID-19. All new employees must be fully vaccinated by the first day of employment. An exemption may be requested by individuals who cannot be vaccinated due to medical and/or religious reasons. Employees who receive an exemption will be required to wear a mask or face covering while on District property and/or facilities and will be required to undergo COVID-19 testing twice weekly. For more information about VCCCD's vaccine requirement, please visit the District's [COVID-19 Information Website](#).

REPRESENTATIVE DUTIES:

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

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

Direct the development and implementation of class schedules and faculty assignments in accordance with current assessment of program and student needs and collective bargaining agreements. **E**

Direct and implement sound fiscal planning in the development and management of the division

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

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

Ensure that all division courses, curriculum and programs comply with applicable laws, other federal, state, and local requirements, district rules and regulations, Education Code, and collective bargaining agreements; collaborate with the staff to assure that proper course articulation is maintained with other institutions of higher education. **E**

Ensure that all student services programs comply with applicable laws, other federal, state and local requirements, district rules and regulations, Education Code, and collective bargaining agreements; review, monitor and participate in the shaping of regional, statewide and national issues concerning community colleges. **E**

Develop, implement, direct and evaluate activities related to articulation with secondary schools, and matriculation activities within the college, including the recruitment, admission, assessment, advisement and retention of students; develop, implement, direct and evaluate such student activities, programs and services as community outreach, special student events, student government, graduation, student health program management, course curriculum, orientation programs, needs assessments, and related services in support of student college life. **E**

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

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

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

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

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

Serve on management councils and other college and district committees.

Perform other duties as assigned.

E = Essential duties

MINIMUM QUALIFICATIONS:

1. Possession of a master's degree; and
2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

SUPPLEMENTAL INFORMATION:

SALARY RANGE

\$124,161 - \$166,386

With a doctorate add \$5,740.20 a year

STARTING SALARY

Dependent on education and experience

Fringe benefits include family medical, dental, life, and vision insurance plans. The work year is 12 calendar months, including 20 vacation days per year, two floating holidays, and an additional three days off during the winter break.

APPLICATION PROCEDURE

If you need assistance using the online application system please contact the GovernmentJobs.com applicant support line at (855) 524-5627 between the hours of 6 AM to 5 PM, Pacific Time, Monday through Friday.

All applicants, **including previous and current VCCCD employees**, must submit the following documents with their application in order to be considered. Please be aware that the hiring committee will NOT have access to materials kept in District personnel files, such as transcripts, and such materials will not be considered unless they are included in your application packet. **All required documents must be submitted by the applicant.**

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

A.) A completed Ventura County Community College District/GovernmentJobs.com Employment Application.

- All sections of the application must be filled out. Resumes are not a substitute for completing the "Work Experience" section of the employment application.

B.) A letter of application, no more than five pages, that includes the date, applicant's name, and the position for which the applicant wishes to be considered. In the letter, the applicant must demonstrate how s/he meets the minimum qualifications for the assignment. The letter should also describe the applicant's understanding of and sensitivity to the diverse academic, social, economic, cultural, ethnic and disability backgrounds of community college students. Finally, the letter should give the committee a clear understanding of how s/he will contribute, as a fully participating member of the Ventura County Community College District, in leading the college toward achieving its mission.

C.) A current resume summarizing educational and administrative background and experience.

D.) Official or unofficial copies of college/university transcripts demonstrating attainment of minimum qualifications. Transcripts must show the degree title and the date the degree was conferred or the degree will not be considered for the purpose of determining if you meet minimum qualifications. Diplomas will not be accepted in lieu of transcripts. An official copy of your transcripts will be required upon being hired.

E.) Letters of recommendation (Optional; if you choose to submit letters of recommendation, they should be uploaded with your application materials.)

In the event that multiple applications are received from a candidate, the District will only give consideration to the first application that was submitted.

TENTATIVE INTERVIEW DATE RANGE AND LOCATION

Date Range: Monday, April 18, 2022 - Tuesday, April 19, 2022

Location: *The Technical Interview will be conducted remotely, using Zoom. In order to participate in the interview, you must have access to a computer with a camera, microphone, speakers, and a reliable connection to the internet.*

TENTATIVE PRESIDENT/FINAL SELECTION INTERVIEW DATE AND LOCATION

Date : Wednesday, April 20, 2022

Location: *The Technical Interview will be conducted remotely, using Zoom. In order to participate in the interview, you must have access to a computer with a camera, microphone, speakers, and a reliable connection to the internet.*

POTENTIAL CAMPUS INTERVIEW DATE AND LOCATION

Date : TBD

Location: In person at Moorpark College

Dates are subject to change as needs dictate. All communication regarding this process will be delivered via email.

NOTE: If you have completed coursework at a foreign institution that is not recognized as accredited by the Council for Higher Education Accreditation (CHEA) or the U.S. Department of Education, you must include a full evaluation of the foreign transcript with your application materials if you wish for us to consider the coursework. Visit the [Council for Higher Education Accreditation \(CHEA\)](#) or the [U.S. Department of Education](#) to search for institutions that are recognized as accredited. If you need your transcripts evaluated, please review the [list of agencies approved for foreign transcript evaluation](#). If applicable, an official copy of your foreign transcript evaluation will also be required upon hire.

SELECTION PROCESS

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

ACCOMMODATIONS

Applicants with disabilities requiring reasonable accommodation during the selection process must inform the Ventura County Community College's Human Resources Department, in writing of this need no later than the date required for initial consideration. The request should include a description of the type and extent of the accommodation requested. Please send requests to Andrea Ingley, Director of Employment Services/Personnel Commission, at aingley@vcccd.edu.

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

761 East Daily Drive, Suite 200
Camarillo, CA 93010
805 652 5500

hmail@vcccd.edu

Position #2021-02334
DEAN OF STUDENT LEARNING
KB

Dean of Student Learning Supplemental Questionnaire

- * 1. Please describe your formal training, internship, or leadership experience reasonably related to the administrative assignment for which you are applying.

- * 2. *Board Policy 3506 COVID-19 Vaccine Requirement for Employees and Students* requires that all students and employees of the Ventura County Community College District, which includes faculty, staff, volunteers, student workers, and administrators, be fully vaccinated against COVID-19. All new employees must be fully vaccinated by the first day of employment. An exemption may be requested by individuals who cannot be vaccinated due to medical and/or religious reasons. Employees who receive an exemption will be required to wear a mask or face covering while on District property and/or facilities and will be required to undergo COVID-19 testing twice weekly.

Are you willing to accept and comply with this condition of employment?

- Yes. I am willing to accept and comply with this condition of employment.
- No. I am not willing to accept and comply with this condition of employment. I understand that by selecting this option, I will not be eligible for employment with the Ventura County Community College District.

* Required Question