

Announcement of Position

Santa Barbara City College



721 Cliff Drive, Santa Barbara, California 93109 (805) 965-0581

ASSISTANT DEAN, INSTRUCTION

DESCRIPTION OF POSITION: The position of Assistant Dean, Instruction is a permanent, 12-month assignment, effective September 1984.

MAJOR DUTIES AND RESPONSIBILITIES: The Assistant Dean, Instruction is responsible to the Administrative Dean of Instruction for the development, supervision and evaluation of the following areas in the instructional program: line responsibility with the Social Science Division; Evening College;* college readiness/matriculation liaison with Student Services; educational research; data processing liaison; telecourses; honors; certificated personnel evaluation; College Planning Committee/Division Chair Council resource person (budget and institutional planning.)

NOTE: These responsibilities may possibly be revised at a later date depending upon the needs of the Instructional Division and strengths of the successful candidate and existing staff.

* Responsible for coordination of Evening College -- four duty nights for first two weeks of each semester, one night per week thereafter.

QUALIFICATIONS AND REQUIREMENTS:

- Education:** Graduation from an accredited institution with a Master's Degree or higher.
- Credential:** A California Community College Supervisor Credential, or other appropriate valid California administrative credential.
- Experience:** Experience as an educational administrator in a community college in the area of instruction is desirable.
- Other:** Ability to work effectively with faculty, students, administrators and staff in the instructional process; knowledge of current and developing trends in the areas of assignment responsibilities: college readiness/matriculation, educational research, data processing, telecourses, honors, certificated personnel evaluation, budget and institutional planning (CPC/DCC); ability to coordinate and supervise Evening College program; ability to assume line responsibilities with Social Science Division.

SALARY AND PERSONNEL BENEFITS: Salary is Range III of the Administrative Salary Schedule (\$34,704 - \$43,380 + \$645 annually for earned doctorate from an accredited institution.) In addition to annual salary, \$2,095 is provided each full-time employee for participation in a "cafeteria-style" personnel benefits program. (1983-84 Salary Schedule.)

APPLICATION PROCEDURE: In order for you to be considered for this position, the following must be received by the application deadline:

1. District Application form
2. Resume
3. Confidential placement file OR three (3) recent letters of reference.

PLEASE SEND TO:

Mr. Daniel Oroz
Director of Personnel
Santa Barbara City College

APPLICATION DEADLINE

July 27, 1984 (4:30 p.m.)

SELECTION PROCEDURE: Applications will be initially reviewed by a screening committee which will recommend candidates for personal interview at Santa Barbara City College. The interview committee will then recommend the top candidates to the Superintendent-President, who presents one of them for approval by the Board of Trustees.

NOTE: Santa Barbara City College regrets that applicants cannot be reimbursed for expenses related to the application or interview process.

June 18, 1984

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