

MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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Application Deadline: February 20, 2018 at 5:00 p.m.

TITLE: VICE-PRESIDENT OF ACADEMIC AFFAIRS

GENERAL DESCRIPTION:

Under direction of the Superintendent/President, provides District-wide administrative leadership and oversight in all facets of instruction and academic affairs at all District sites; helps create an inclusive college environment focused on teaching, learning, and student success; leads and serves on college committees as assigned; participates on the District executive team; represents the District in internal and external groups, including community, regional, statewide, and national organizations as appropriate; oversees the staffing process, curriculum, faculty evaluations, college planning, and accreditation; may provide oversight and supervision to one or more District centers as assigned; determined.

REPRESENTATIVE DUTIES:

Provides District-wide leadership for academic affairs, supporting administrators, faculty and staff to effectively perform their respective roles in exemplary and innovative ways to meet changing District needs

Works with faculty, staff, and management to implement state mandates, such as the Guided Pathways Award Program and integrated planning for the Basic Skills Initiative, Student Equity and Student Support and Success Program

Oversees and updates comprehensive processes to assess, evaluate and advance District-wide academic goals including instructional programs; provides leadership in program review; responsible for completing District reports

Supports faculty excellence by facilitating professional development opportunities for all faculty members; ensures completion of faculty, staff, and manager evaluations in accordance with established evaluation procedures

Supervises development of the annual budget for academic affairs

Serves on the Planning and Budgeting Committee which determines the planning, staffing, and capital outlay needs of the District; presents recommendations; articulates plans

Collaborates with Academic Senate to provide expertise on matters of articulation and curriculum development, approval, implementation and monitoring; serves on the Curriculum Committee

Oversees development and implementation of the Educational Master Plan

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Serves as District Accreditation Liaison Officer and stays current on accreditation matters; coordinates the completion of accreditation self-evaluations, reports, and coordinates visits

Oversees integration of student learning outcomes (SLOs) and assessment into all instructional processes

Reviews and makes final recommendations regarding the development and utilization of District instructional facilities

Proposes and coordinates development of the draft annual academic calendar

Oversees enrollment planning and management, development of the class schedule, the college catalog, faculty handbooks, brochures, reports, and other related materials

Provides leadership in the integration of technology into instructional programs within academic affairs

Provides leadership in the operation of categorical, restricted, and grant programs providing instructional services

Selects, guides, trains, supervises, and evaluates assigned administrators, faculty and/or staff; oversees the evaluation and tenure-review processes for faculty

Develops and plans faculty in-service/flex days; chairs the Professional Development Leave Committee

Assists in resolving faculty, staff, and student grievances and complaints in accordance with District policies

Serves as a management representative in the faculty collective bargaining processes

Researches and analyzes student performance data; prepares, coordinates, and/or supervises the preparation of a variety of District, State, and Federal reports; presents reports and agenda items

Communicates and interacts with faculty, staff, students, and the public to ascertain the community's educational needs

Reviews relevant legislation, code, policies, and procedures; shares relevant information; recommends the development of or revision to current policies and procedures

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Represents the District to related local, regional, and state agencies and organizations such as the CIO; serves on or chairs multiple committees, including EAP, Enrollment Management, Accreditation, Student Success Council, among others; serves as acting Superintendent/President as needed; performs other related duties as assigned by the Superintendent/President

QUALIFICATIONS

This is an educational administrator position. Masters or Doctorate from an accredited institution

Experience as a faculty member and progressively responsible administrative experience supervising faculty and staff, preferably at the community college level

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students

Knowledge of:

California Community College organization, operations, budget, programs and services and related laws, policies, regulations and practices

A wide range of instructional programs, including the application of technology for academic purposes

Articulation, curriculum, program development

Techniques of class scheduling

Effective teaching and learning processes at the community college level

Student learning outcomes

Purposes and processes of matriculation

Principles of finance/budget development and management, including special-funded programs

Long and short-range planning techniques

Collective bargaining process

Part-time faculty issues and challenges

Ability to:

Embrace change, support growth, and provide visionary educational leadership in planning District programs

Provide direction to administrators, full-time and part-time faculty, and staff regarding instructional programs

Support shared governance by exercising flexibility and practicing an open management style which involves people at all levels in the decision-making process

Interpret and communicate the instructional programs of the District to the community and others

Visibly and positively represent the District to the public

Provide leadership in budget planning and development

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Select, train, supervise, and evaluate administrators, faculty and staff
Acknowledge and encourage excellence and professional development
Identify needs and foresee problems
Research and analyze information
Make effective decisions and recommendations
Take independent action
Prepare and present reports
Work effectively in a demanding, rural environment
Resolve conflict and work cooperatively with others
Communicate effectively verbally and in writing
Work variable hours including evenings and weekends

ASSIGNMENT/SALARY BENEFITS:

This educational administrator will be employed by contract. The beginning salary is \$148,767 based on prior experience. There is a \$2,720 stipend for an earned doctorate. Twelve days of sick leave and twenty one days of vacation are earned annually. There are twenty paid holidays. Family medical, dental, prescription, and vision benefits and employee life insurance are provided. This position participates in the State Teachers Retirement System, but may participate in the Public Employees Retirement System if currently enrolled.

Application Procedure: By February 20, 2018; 5:00 p.m., submit the following application materials to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA, 95482. These materials may also be scanned and submitted electronically via email to Adam Jory, ajory@mendocino.edu, or faxed by the deadline date above to 707-467-1023.

- Completed Mendocino College Academic Application and Voluntary Applicant Survey:

https://www.mendocino.edu/sites/default/files/docs/personnel/application-academic_002.pdf

- Cover letter explaining how you meet the qualifications
- Resume including education, experience, professional organizations and accomplishments
- Three recent letters (within last two years) of recommendation addressing experience and abilities
- Photocopies of all transcripts; a foreign transcript evaluation must be attached if applicable. (Official copies of transcripts are required upon employment.)
- A written response to the following, please include specific examples of your experience in your answers (up to two pages total):

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1. Please explain how you will promote equity in instructional programs.
2. What do you see as the role of academic affairs within the college? Describe your ideal structure for serving students and the intended impact on academic affairs.
3. Describe how you work with constituent groups to build a team oriented approach to meeting challenges and maximizing opportunities at Mendocino College.

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community rich in culture, creativity, diversity, and cutting-edge technology. A fully accredited two-year community college, the District serves more than 5,000 students across 4 locations in the greater parts of Lake and Mendocino Counties.

The beautifully landscaped main campus is located in Ukiah, California – ranked among the best small towns in the United States. With clear skies and panoramic views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a new state-of-the-art Library/Learning Center, high-tech Allied Health Facility, and Student Center. The college operates two newly constructed and fully equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College, provides a wide variety of degree, certificate, transfer, occupational and community service programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College boldly prepares students for a future of innovation and success.

THE COMMUNITIES: Mendocino and Lake Counties include some of California’s most beautiful scenery which includes rich agricultural lands and pristine coastal sites. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area and contribute to its growing diversity. Mendocino County has a long and colorful history as a premium grape-growing region within the state’s famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for vacationing. A relaxed and friendly lifestyle is characteristic of our communities.

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Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf. We also enjoy a range of theatre, music, art, and athletic events. Ukiah and the surrounding area are home to exceptional wineries, breweries, and restaurants.

The Mendocino-Lake Community College District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity, equity and diversity, and provide equitable consideration for all qualified candidates.