



West Kern Community College District
 Human Resources
 29 Cougar Court
 Taft, CA 93268
 661-763-7805
www.taftcollege.edu

Management Employment Opportunity

Application Deadline: Open until filled, priority consideration date of Friday, February 9, 2018 @ 4:00 p.m.

Transition to Independent Living (TIL) Director

Management Salary Schedule Grade 18, \$88,288 - \$119,679.00 per year. The District provided health and welfare benefits valued at \$19,530.96 for 2017-18 includes medical, dental and vision for the employee and dependents, and life insurance for the employee.

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The college is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The college has 60 full-time faculty, 90 adjunct faculty, 146 classified staff, 24 classified administrators and 7 certificated administrators.

GENERAL RESPONSIBILITIES

Under the direction of the Vice President of Instruction, the Director will be responsible to plan, organize and administer the Transition to Independent Living (TIL) program and train, supervise and evaluate the performance of assigned personnel.

PRIMARY DUTIES OF THE POSITION

Serve as liaison for the program, including coordinating with Regional Centers throughout the state to ensure continued program funding.

Equal Employment Opportunity

The West Kern Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on the TC website under Jobs and EdJoin.

Website:
www.taftcollege.edu
www.edjoin.org

Human Resources Department
Hours:
 Monday-Friday
 7:30 a.m. - 5:00 p.m.

PRIMARY DUTIES OF THE POSITION, continued:

Maintain current knowledge of a variety of applicable laws, rules, regulations, District policies and requirements, including licensing related to students with Autism and intellectual disabilities. Analyze, interpret and appropriately apply to assure compliance.

Serve on college committees, attend meetings and conferences, including making presentations and coordinating activities with external groups (local, state and national level) as required to represent and move towards meeting the goals and objectives of the TIL program.

Work with the Taft College Foundation in program fundraising events and activities.

Conduct an annual search of and apply for grant opportunities which will benefit the program.

Act as primary “on-call” contact person in situations that require administrative leadership outside of regular program time.

Establish and implement the weekend “on-call” list of employees.

Facilitate classroom instruction.

Facilitate and organize program events.

Provide leadership and coordination in the development, implementation and monitoring of all aspects of the program’s instructional goals and objectives; assist faculty and staff in the development, implementation, and evaluation of student learning outcomes and other program instructional performance goals.

Work closely with program staff in evaluation of activities to assure that the program is assessed annually for appropriateness, effectiveness and efficiency for the instructional, community or center based setting and business components of the program.

Ensure implementation of program evaluation system with resulting management reports and corrective action as necessary.

Assure that all student records and reports are properly documented, maintained and filed according to required standards.

Work cooperatively with community referral agencies in meeting the student’s individual case plan.

Maintain health and safety standards in program areas, including general safety, medical and nutritional programs, universal health precautions, emergency procedures, preventative maintenance, and facility cleanliness.

Responsible for the inventory of all program equipment and materials.

Facilitate the resolution of staff and student concerns through due process and appropriate program and District policies and procedures.

Orient, train, supervise, advise and annually evaluate the performance of program staff to assure efficient and effective performance; develop expectations for performance and standards of excellence.

Prepare and assure submission of comprehensive reports as necessary for program needs and requirements.

Prepare and maintain the annual budget for the program.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Master's Degree in Special Education, Vocational Counseling and Rehabilitation, Educational Counseling, Social Work, Sociology, Psychology, Human Development or any other closely related field. Demonstrated record of five (5) years of experience managing a department or program which includes increasingly responsible supervisory experience. Ability to develop rapport with individuals who have intellectual disabilities. Has strong interpersonal skills and the ability to promote effective communication and good relationships with students and staff. Demonstrated administrative responsibilities; policies, budgets, training, program and staff development. Ability to use tact and good judgment when making decisions.

FOREIGN TRANSCRIPTS

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

COMPENSATION

The salary range for the position is \$88,288.00 - \$119,679.00 per year. The successful applicant will be offered a starting salary within this range commensurate with qualifications and experience.

ANTICIPATED START DATE

The anticipated start date is negotiable.

APPLICATION DEADLINE

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Friday, February 9, 2018**. Application materials must be mailed, hand delivered, or e-mailed. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

APPLICATION PROCESS

To be considered for review, applicants must submit the following application materials:

1. A West Kern Community College District management application or EdJoin online management application.
2. A cover letter outlining your education and experience relevant to this position.
3. A current resume.
4. Complete transcripts of all lower and upper division and graduate level college/university course work (need not be official).

Application forms may be obtained from www.taftcollege.edu.

Management online application submission: www.edjoin.org

Send all application materials to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

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PAY RANGE

Grade 18 on the Management Salary Schedule/ Exempt.

SUPERVISION

Direction is received from the Vice President of Instruction.

HOURS & TERMS OF EMPLOYMENT

40 hours per week, 12 months per year. Will require evening hours throughout the year.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Possess a current CA driver license. Taft College reserves the right to modify or rescind this job announcement at any time.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.