



**West Kern Community College District**

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

[www.taftcollege.edu](http://www.taftcollege.edu)

## Administrative Employment Opportunity

Application Deadline: Open until filled, priority consideration date of March 2, 2018

### *Vice President of Instruction*

#### 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 56 full-time faculty, 101 adjunct faculty, 155 classified staff, 22 classified administrators and 7 certificated administrators.

#### GENERAL RESPONSIBILITIES

The Vice President of Instruction shall assist the Superintendent/President by leading, administering and supervising a program of lower division college transfer courses, occupational programs, the Library/Learning Resource Center, developmental programs and special programs as assigned by the Superintendent/President. He/she shall perform other administrative duties as assigned by the Superintendent/President.

#### PRIMARY DUTIES OF THE POSITION

The Vice President of Instruction assists the President by:

- Administering a program of recruitment of instructional personnel for recommendation to the Superintendent/President for Board of Trustee consideration and employment approval, including proper certification of minimum qualifications and recommendation of salary schedule placement.
- Administering and providing leadership for the program of instructional services, including curriculum revision, improvement and expansion.

#### **Equal Employment Opportunity**

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](http://www.taftcollege.edu)

**Human Resources Department**

**Hours:**

Monday-Friday  
8:00 a.m. – 4:30 p.m.

## **PRIMARY DUTIES OF THE POSITION CONTINUED**

- Administering and supervising programs of faculty orientation, in-service training, evaluation for retention or dismissal and professional improvement.
- Administering the provisions of the certificated and classified contract as they pertain to the instructional program.

The Vice President of Instruction is responsible for:

- Working extensively with the Academic Senate in those areas of shared governance as defined by statute and implemented by Board of Trustees policies and agreements.
- Developing and supervising the Basic Skills Education, Distance Learning, English as a Second Language, economic development, transfer, occupational and vocational programs.
- Coordinating and supervising the TC instructional components of the WESTEC program.
- Coordinating and managing the Director of the TIL Program and the Director of the Childcare Program and oversight of their associated programs and services.
- Coordinating and preparing the master class schedule, college catalog and the academic calendar in cooperation with the Vice President of Student Services and the counseling staff.
- Recommending teaching assignments, maintaining control over class size, and preparing the final examination schedule.
- Developing, interpreting, and revising curricula, including course outlines and textbook approval.
- Serving as Co-Chairperson of the Curriculum and General Education and Staff Development Committees.
- Preparing the Faculty Handbook.
- Providing leadership for the development and assessment of the Student Learning Outcomes for the Instructional Program.
- Maintaining a continuing study of the area served by the District and the adequacy of the services provided by the College for its community.
- Coordinating the work of the Division Chairpersons, Associate Dean of Instruction, Director of Library/Learning Resources, Director of Career and Technical Education and other areas as assigned.
- Developing the total instructional budget and maintaining a balanced budget in cooperation with the Vice President of Administrative Services, and administering the instructional budget relative to his/her assigned programs.
- Obtaining approval of new courses and programs, following Board of Trustees approval, through the Chancellor's Office.
- Submitting applications for federal and state assistance programs, which are related to the instructional program and filing reports and claims which may be required in cooperation with the Vice President of Administrative Services.
- Coordinating all his/her areas of responsibility with the responsibilities of the Vice President of Student Services.
- Attending Board of Trustee meetings as a member of the Superintendent/President's staff and participating by reporting and discussing matters pertinent to the academic affairs of the college and other items when requested by the Superintendent/President.
- Ex-officio member of all college councils and committees, as assigned.

## **MINIMUM QUALIFICATIONS**

- ❖ Possession of a Master's degree from an accredited institution.
- ❖ Demonstrated leadership experience of three (3) years related to an administrative assignment.
- ❖ Full-time teaching experience in a college or university setting.
- ❖ Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

## DESIRABLE QUALIFICATIONS

- ❖ Knowledge of California community college procedures, legislation and other directives.
- ❖ Advocate for student-centered learning and faculty development.
- ❖ Motivated, innovated leader experience in all aspects of teaching and learning, including assessment, use of technology and development of diverse curricula.
- ❖ Doctorate in subject area, education, leadership or related field.

## 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 negotiable commensurate with qualifications and experience.

## HEALTH AND WELFARE BENEFITS

The District provides excellent coverage in health, dental, vision and life insurance for the employee, spouse, and dependents. The District and the employee contribute to the State Teachers Retirement System or the California Public Employees Retirement System. Additional types of insurance may be purchased with pre-tax dollars through the IRS 125 flexible benefit program.

## 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, March 2, 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 District Management application or EdJOIN online management application. *Please complete all sections; stating "See letter and/or resume" is not acceptable.*
2. A cover letter outlining your education and experience related 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](http://www.taftcollege.edu) and online applications are also accepted through 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](mailto:tcjobs@taftcollege.edu)

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

## **PAY RANGE**

Grade 24 on the Management Salary Schedule/ Exempt. The salary range for the position is negotiable commensurate with qualifications and experience.

## **SUPERVISION**

Direction is received from the Superintendent-President.

## **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.*