



Now Accepting Applications for the Administrative position of:

# Dean of Instruction & CTE



## OUR MISSION

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 learning environment defined by applied knowledge leading to students' achievement of their educational goals.

## OUR VALUES

1. **Students** and their success.
2. A **learning** community with teaching excellence.
3. An environment conducive to **learning**, fairness, dialogue, and continuous improvement.
4. A communicative, collaborative, collegial, and **respectful culture**.
5. A **partnership** of students, faculty, support services, and community.
6. Innovation, **diversity**, creativity, and critical thinking.
7. Academic, financial, personal, and professional **integrity**.
8. Employees and their **professional development**.
9. A **transparent**, accessible, participative governance structure.

## ABOUT TAFT

Located in the Central Valley of California, in the heart of the Monterey Shale oil fields, 30 miles west of Bakersfield, Taft is a growing community.

**Taft** is centrally located and provides direct access to the world's fifth largest economy. With direct access to Interstate 5, Highway 99 and Highway 166, Taft is less than a two hour trip to Los Angeles and the Central Coast. Additionally, you can travel to San Diego, Sacramento and Bay Area in less than four hours.

**Taft College** offers 46 Associate Degrees, 12 that are Associate Degrees for Transfer that allow students to complete a bachelor degree in the California State University system. The College also offers 23 Certificates of Achievement and 21 locally-approved certificates. In addition, specialized education is available in career technical education programs in a variety of disciplines including Energy Technology, Early Childhood Education and Family Studies, and Dental Hygiene.



# Create Your Future With Us



## ABOUT US

Taft Junior College was established on August 30, 1922 as part of the Taft Union High School District, sharing a campus with the high school. The school title officially became Taft College on July 1, 1954, and in September of 1956 a separate campus opened in the current location at 29 Cougar Court adjacent to the high school. The West Kern Community College District was later formed, and is a single-college-district under the guidance of a five-member Board of Trustees. With strong leadership, Taft College offers a robust academic program for its students, and is one of the finest small colleges around!

## POSITION DESCRIPTION

Under the direction of the Vice President of Instruction the Dean will provide leadership for the development of the schedule of classes and facilitates long-range planning, curriculum development and academic program review. The Dean manages budget and assigns staff. The Dean will interpret, articulate, implement and monitor compliance with appropriate laws, regulations, labor contracts and policies and represents the Division of Instruction on various campus and regional committees.



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# Position Description

*The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.*

- Work collaboratively with faculty to plan, organize, develop, and evaluate the programs, activities, and curriculum of assigned programs and services that meet accreditation and/or industry standards.
- Plan, develop, and implement innovative partnerships with business and industry in the community to foster a supportive economic development environment, including contract and community education.
- Seek and coordinate grant opportunities.
- Direct grant and resource development, management and reporting processes for the CTE area.
- Administer processes for adjunct faculty and staff evaluation as assigned.
- Recommend and implement policies and procedures.
- Develop and manage budget allocations and expenditures.
- Administer program planning and enrollment management processes in order to effectively and efficiently meet student and community needs.
- Work with faculty chairs in preparing program evaluations and implementing evaluation recommendations as assigned.
- Serve on, chair, co-chair advisory boards and/or committees as appropriate.
- Assess community needs and develop partnerships and other collaborative relationships with business/industry, government agencies, high schools, college, universities and other entities.
- Represent the College at public functions and/or in the community.
- Direct the development and implementation of programs, services, plans, strategies, processes, systems, projects, courses, goals, Student Learning Outcomes (SLOs), and objectives



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# Position Description- Continued

*The following is a representation of the duties for this position, it is not meant to be an exhaustive list of all responsibilities.*

- Monitor and analyze assigned operations, activities, departments and programs to determine educational and financial effectiveness and operational efficiency.
- Recommend adjunct faculty and staff selection in accordance with College policies and procedures.
- Provide leadership in generating staff development opportunities for adjunct faculty and staff.
- Provide leadership to adjunct faculty for the development of institutional research and evaluation of student outcomes.
- Provide assistance in recruitment, selection, orientation, and evaluation of adjunct faculty in appropriate disciplines.
- Evaluate the performance of faculty, adjunct faculty and classified personnel in assigned areas of responsibility.
- Assist in the coordination of fall, spring, summer scheduling and staff assignments for all areas of responsibility.
- Act as liaison with District, State, and federal governing bodies regarding College programs and practices.
- Develop program goals and objectives and monitor outcomes.
- Market the College and specific academic programs to the College community and the general public.
- Perform other related duties as assigned.



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# QUALIFICATIONS

## MINIMUM QUALIFICATIONS

- Master's Degree, preferably in an academic area related to assignment.
- Five years of full-time experience in teaching and/or administration.
- Demonstrated sensitivity to and an understanding of the diverse academic socioeconomic culture, ethnic, and disability backgrounds of community college students and employees.
- Note: Degrees and credits must be from accredited institutions (Title V Section 53406). Any degree from a country other than the United States, including Canada and Great Britain, must be evaluated by an evaluation service.

## 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.
- A problem solver able to make and support difficult decisions. Possess a strong commitment to diversity.
- Ability to work cooperatively with students, elected Trustees, faculty, staff and community.
- Ability to effectively manage the administrative and budgetary policies of a college.

## COMPENSATION

The salary range for the position is a Grade 20 with a range of \$97,337.00-\$131,947.00 per year. This is a full-time, 12-month position.

West Kern Community College District offers a comprehensive fringe benefits program that includes District paid medical, dental and vision coverage for all employees and their dependents, as well as a generous vacation plan. Employees are eligible for membership in either CalPERS or CalSTRS retirement systems.



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# APPLICATION PROCESS

*Applications will be accepted until March 15, 2019.*

## REQUIRED MATERIALS FOR APPLICATION:

1. Completed Management Application- Downloaded from TC website or completed online at EdJOIN.
2. Letter of Introduction describing how you match the minimum and desired qualifications.
3. A current Resume
4. Complete transcripts of all lower and upper division and graduate level college/university coursework (unofficial is acceptable).

## SUBMIT APPLICATION MATERIALS TO:

- Email: [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)
- Complete online at [EdJOIN](#)
- Mail or Walk-In: Taft College Human Resources, 29 Cougar Court, Taft, CA 93268

## FOR MORE INFORMATION:

- Please visit: [http://www.taftcollege.edu/human-resources/job\\_opportunities/](http://www.taftcollege.edu/human-resources/job_opportunities/)
- Call: 661-763-7900
- Email- [tcjobs@taftcollege.edu](mailto:tcjobs@taftcollege.edu)

## EQUAL EMPLOYMENT OPPORTUNITY

The West Kern Community College District is committed to the principles of equal employment opportunity . The District is dedicated to a policy of nondiscrimination and, as such, is an equal opportunity employer. Veterans, women, minorities and people with disabilities are encouraged to apply.



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