Division Dean
Health, Athletics, Wellness and Kinesiology
ADM13-02

Cabrillo College [www.cabrillo.edu]
An Equal Opportunity Employer

Initial screening of applications will begin on Wednesday, May 22, 2013; however, applications will be accepted until the position is filled.

Under the general direction of the Vice President of Instruction, the Division Dean provides administrative direction and leadership for the Health, Athletics, Wellness and Kinesiology staff, programs, and services which include:

- Adaptive PE
- Kinesiology/Athletics
- Stroke and Disability Learning Center
- Allied Health
- Medical Assistant
- Dental Hygiene
- Nursing Education
- Health Science
- Radiologic Technology

About Cabrillo College
Situated on Monterey Bay in the county of Santa Cruz, California, Cabrillo College is one of the most highly regarded community colleges in the state for its success in the area of transfer and career education and currently serves more than 14,000 students. Cabrillo College transfers many of its students to three nearby universities – the University of California at Santa Cruz, San Jose State University in the heart of Silicon Valley, and California State University at Monterey Bay. Cabrillo’s career education is closely connected to the nearby Silicon Valley business environment as well as that of the greater San Francisco Bay Area. Cabrillo focuses on student-centered learning and has a tradition of collegial governance. Based upon a five-year federal grant from the Department of Education, construction is currently underway to renovate classroom facilities specifically geared towards program development at Hispanic-Serving Institutions for science, technology, engineering and math.

About the Community
Santa Cruz County boasts a rich cultural life and numerous recreational opportunities. Residents enjoy a Mediterranean climate amid redwood forests, sparkling beaches and rich farmland. Local cultural highlights include the internationally-renowned Cabrillo Music Festival, the Santa Cruz County Symphony, and the critically-acclaimed Cabrillo Stage, the college’s own summer theater company, which performs annually to sold-out audiences. Numerous museums and galleries showcase the work of visual artists in every medium who contribute to the cultural vitality of the area. Year-round outdoor recreational opportunities abound, and the area provides an ideal environment for sports of all types. A number of annual events celebrate the area’s ethnic and cultural diversity. The area combines the charm and relaxed lifestyle of a small coastal community with the advantages of cultural richness and easy access to the urban services of the San Francisco area.

POSITION DESCRIPTION INCLUDES
- Manages, evaluates, coordinates, interprets and performs assignment in compliance with federal, state and legal requirements, district policies, contractual obligations and sound instructional principles and procedures
- Establishes overall goals, objectives and plans; initiates and participates in overall program planning; communicates statutes, district and college policies to division faculty and staff
- Examines, evaluates and makes recommendations for technological innovation in instruction and instructional support; assists faculty in the acquisition, development, and utilization of instructional resources
• Directs, approves and evaluates catalog material, class schedules and other program information in collaboration with program chairs
• Recommends employment, retention or continuance of faculty and classified staff in accordance with board policies, administrative regulations and collective bargaining agreements
• Develops and implements an effective faculty development program that includes instructional methodologies and technologies designed to promote student success
• Directs or conducts research and follow-up studies regarding student and program success
• Directs the preparation and management of the budget for assigned areas of administrative responsibility
• Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate
• Represents the college at meetings and conferences, and in relationships with other educational institutions and community organizations
• Works in cooperation with other college administrators in the development and planning of programs within the scope of assignment

REQUIRED EDUCATION QUALIFICATIONS
Master’s degree from an accredited college or university; approximately three years of increasingly responsible experience as an academic administrator and four years of successful college teaching experience. NOTE: Education and experience required in one of the defined disciplines within the Health, Athletics, Wellness and Kinesiology programs noted above.

REQUIRED PROFESSIONAL EXPERTISE
1. Demonstrated commitment to serving students with diverse backgrounds, interests, goals, and abilities
2. Knowledge of and commitment to the mission of a comprehensive community college
3. Demonstrated competence in program planning and evaluation, fiscal and program management, employee contract administration and facilities planning
4. Demonstrated expertise in the teaching and learning process
5. Demonstrated competence in development of academic programs and personnel
6. Demonstrated effectiveness in leading and motivating faculty and staff in a collegial and dynamic shared governance environment
7. Ability to communicate effectively both orally and in writing

REQUIRED PERFORMANCE EXPECTATIONS
1. Demonstrated effective leadership in management and planning
2. Demonstrated commitment to staff diversity and equal opportunity
3. Effectively plan, organize, train, supervise and evaluate faculty and staff
4. Work cooperatively and effectively with individuals of diverse ethnic and education backgrounds and with various segments of the college community
5. Perform consistently under the pressure of deadlines and other administrative demands

SALARY
This is a 225-day administrative assignment. Starting salary ranges from $93,576 to $131,670. Cabrillo College provides an annual doctoral stipend of $3,402 for eligible employees.

BENEFITS
Cabrillo College currently provides a benefit stipend that employees apply towards their benefit selections for medical, dental, life and long-term disability insurance.
EXTENDED APPLICATION DEADLINE
All materials MUST be received in the Human Resources Department by Wednesday, May 22, 2013 for initial screening. All completed applications received by this date will receive a full screening. However, applications will be accepted until the position is filled. (E-mail transmittals are not accepted).

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflects the rich diversity and cultural heritage of the College District and its student body.

APPLICATION PROCESS
To be considered each candidate MUST SUBMIT to:
Cabrillo College Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217 Fax: (831) 477-3545

1. Completed and signed Cabrillo College application
2. Job-related resume
3. Transcripts from all colleges attended (copies acceptable) or official proof of request for transcripts
4. Three recent job-related letters of recommendation which address the candidate’s ability to perform the duties of this position
5. Two short, clearly identified, separate attached statements (not to exceed two pages):
   a) Outline your concept of the community college role in promoting student success
   b) Describe your administrative philosophy
6. Criminal History Inquiry Supplemental form

EQUIVALENCY APPLICATION PROCESS
Candidates without the specified degrees listed under “Required Education Qualifications” must complete and submit an Application for Equivalency Determination. Additionally, candidates must provide documentation, as part of this application process, sufficient to convince the committee that the candidate possesses the equivalent of these minimum qualifications, including the depth and breadth of discipline knowledge plus general education. Further information and application for equivalency forms may be obtained at: www.cabrillo.edu/services/hr/apps.html.