ABOUT THE COLLEGE
Situated on the Monterey Bay in the county of Santa Cruz, 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 over 15,000 students. The new Visual and Performing Arts Complex offers state of the art facilities in all art mediums, as well as three performance venues: the Crocker Theater, the Music Recital Hall, and the Black Box Theater. Cabrillo focuses on student-centered learning and has a tradition of collegial governance. 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.

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 throughout the area 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.
Division Dean
Visual, Applied and Performing Arts

CR10-01
Starting Date: July 1, 2010

Under the general direction of the Vice President of Instruction, the Division Dean provides administrative direction and leadership for the Visual, Applied and Performing Arts (VAPA) programs, services and staff which include:

- Art History
- Dance
- Photography
- Art Studio
- Digital Media
- Theatre Arts/Drama
- Music

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 Visual, Applied and Performing Arts 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

REQUIRED PROFESSIONAL EXPERIENCE

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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 for medical, dental, life and long-term disability insurance for employees and eligible dependents.

APPLICATION DEADLINE

Initial screening of applications will begin on Wednesday, April 28, 2010. 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)
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/index.html.