



COMMUNITY COLLEGES OF SPOKANE
invites applications for the position of:

Dean of Instruction for Adult Basic Education

SALARY: \$90,587.00 /Year

OPENING DATE: 02/13/18

CLOSING DATE: 03/12/18 04:00 PM

DESCRIPTION:

Please be aware that this recruitment closes at 4:00 p.m. PST. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

The Community Colleges of Spokane is seeking a highly motivated and qualified individual for the position of Dean of Instruction in the Adult Basic Education Division at Spokane Community College.

GENERAL DEFINITION

Spokane Community College is seeking a passionate, visionary leader to guide the Adult Basic Education division. This position directs the work of a vibrant, diverse, flexible team of faculty, staff, and exempt professionals who support a unique student population including adult education (ABE), English as a Second Language for refugees and immigrants (ESL), PACE/SEER, I-BEST, and many other college and career preparation courses. The Dean is a vital representative of Spokane Community College and the programs it offers to Spokane and surrounding Eastern Washington communities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Lead the Division in creating and providing high-quality and innovative education programs that are diverse and meet the needs of the communities we serve. *
- Collaborate and build relationships within the District and communities to support ABE/ESL students' successful transition to college and careers. *
- Provide strong advocacy for all adult basic education programs and students at local, regional, and state levels. *
- Mentor faculty in the development of courses and programs to support student success. *
- Supervise professional exempt, classified, and faculty. Support faculty and staff professional development. Adhere to the faculty Master Contract, classified bargaining agreement/rules, and CCS policies and procedures. *
- Act as an advisor to the Vice-President of Instruction concerning items affecting the division, the college and the district. *
- Develop and present proposed operating budgets for the division for the instructional year to the Vice-President of Instruction; implement approved budgets and approve expenditures within the division. *
- Work to resolve faculty and student complaints initiated within the division in compliance with the Master Contract. *
- Inform and educate staff about behavior and performance expectations, provide timely and accurate feedback regarding performance, and ensure performance and behavioral problems are corrected promptly and effectively. *
- Support and advance the CCS strategic plan, and perform other duties as assigned. *

* *Indicates this is an essential duty*

COMPETENCIES & OTHER REQUIREMENTS:

REQUIRED COMPETENCIES (MINIMUM QUALIFICATIONS)

- A master's degree from an accredited college or university.
- Demonstrated experience with building community partnerships.
- Successful experience with strategic planning, budget development and procuring external funding.
- Teaching experience.
- Excellent communication and interpersonal skills with an ability to establish and maintain strong relationships and build trust.
- Acceptance of the responsibility to promote the welfare and best interests of students at all times.
- A demonstrable understanding and acceptance of the mission, values, goals and objectives of CCS.
- The ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution, and community and technical college system.
- Demonstrated commitment to fostering and supporting a teaching, learning and working environment that honors diversity, equity and inclusion.

PREFERRED COMPETENCIES (DESIRED QUALIFICATIONS)

- Experience working with a non-traditional, culturally and socio-economically diverse student population.
- Professional experience at a community or technical college and/or in an ABE setting.

CONDITIONS/TERMS OF EMPLOYMENT:

* **TOTAL COMPENSATION: \$117,763 - \$122,474.** Total compensation is an **estimate** based upon base compensation, current employer-paid health and related benefit contribution rates and median retirement fund contributions. The actual total will vary depending upon each employee's enrollment choices.

An offer of employment will not carry with it any responsibility or obligation on the part of the District to sponsor an H1-B visa. Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. In addition, the Community Colleges of Spokane maintains a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment. *Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.*

PHYSICAL REQUIREMENTS

- Work is performed in a normal, temperature controlled office environment
- Work is sedentary in nature
- Frequent use of computer and exposure to terminal screens
- Visual focus and strain
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically
- Frequent repetitive hand/wrist motions and finger manipulation
- Frequent oral and auditory communication with others

CONDITIONS OF EMPLOYMENT

- Contract position
- Position is exempt from Fair Labor Standards Act (FLSA)
- Requires criminal background check
- Ability to travel locally as well as occasional out-of-town travel
- If using personal vehicle for travel proof of driver's license and car insurance required

REQUIRED APPLICATION MATERIALS:

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- CCS online application.
- Cover letter addressing your qualifications as applied to the responsibilities of this position. *
- Comprehensive resume. *
- Names, addresses, and telephone numbers of three professional references.*
- College transcript(s) * - unofficial/copies of transcripts are acceptable for initial application, official copies must be submitted upon acceptance of job offer.

NOTE: All of the above are required to ensure your consideration for this position. **The item(s) marked with an asterisk are required attachments to your application prior to submission.**

Community Colleges of Spokane does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, parental status or families with children, status as a mother breastfeeding her child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of trained guide dog or service animal by a person with disability, genetic information or any other legally protected category. Please direct all inquiries regarding compliance with access, equal opportunity and/or grievances to the Chief Administration Officer, Community Colleges of Spokane, 501 N. Riverpoint Blvd., PO Box 6000, MS 1004, Spokane WA 99217-6000 or call 509-434-5037; WA Telecommunication Relay Services (TRS) 1-800-833-6384 or 7-1-1.

APPLICATIONS MUST BE FILED ONLINE AT:
<http://ccs.spokane.edu>

Position #18.23
DEAN OF INSTRUCTION FOR ADULT BASIC EDUCATION
TM

CCS HUMAN RESOURCES OFFICE IS LOCATED AT:
501 N Riverpoint Blvd, Suite 125
Spokane, WA 99217
509-434-5040

ccsrecruiter@ccs.spokane.edu

Dean of Instruction for Adult Basic Education Supplemental Questionnaire

* 1. Have you completed a Master's degree from an accredited college or university?

Yes No

* 2. Please describe your experience building community relationships.

* 3. Please describe your experience with strategic planning, budget development and procuring external funding.

* Required Question