

Vice President, Continuing Education  
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242233>

Downloaded On: Aug. 31, 2024 8:23pm

Posted Jul. 26, 2024, set to expire Sep. 23, 2024

<b>Job Title</b>	Vice President, Continuing Education
<b>Department</b>	Continuing Education
<b>Institution</b>	Rancho Santiago Community College District Santa Ana, California
<b>Date Posted</b>	Jul. 26, 2024
<b>Application Deadline</b>	08/22/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Executive Vice-President
<b>Academic Field(s)</b>	Continuing Education/Distance Learning Academic Affairs Administration - General
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**Job Description**

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**Vice President, Continuing Education**

**Rancho Santiago Community College District**

**Salary Range:** Grade A: \$195,945.43 - \$262,585.62

**Job Type:**

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Full Time

**Job Number:** AC24-00982

**Location:** Orange, CA

**Division:** SCC Executive Division

**Closing:** 8/22/2024 5:00 PM Pacific

## Job Description

### **GENERAL RESPONSIBILITIES**

Reporting to the President provides leadership and oversight for the analysis, development, implementation, and evaluation of noncredit and community education programs, strategies, initiatives, and efficiencies in the Continuing Education Division, including but not limited to counseling, guidance and related programs, activities, and services in the division service area; performs other duties and special projects as assigned.

Incumbents in this classification serve as the executive administrator of a major comprehensive educational and support program. This college cabinet-level position serves as a leader and collaborator in the College's strategic planning and decision-making activities.

### **REPRESENTATIVE DUTIES**

1. Advise the President on collegewide/districtwide issues, programs, and services; recommend policy and implementing procedures for Board-adopted policies and/or procedures.
2. Implement and administer Board policies in accordance with procedures and guidelines distributed by the President.
3. Plan, develop, organize, and administer non-credit and community education instructional offerings, curriculum, co-curricular activities; student services, including counseling, student governance, student activities, and job placement.
4. Direct and implement rules for student safety, health, discipline, and conduct.
5. Provide leadership in developing the enrollment growth plan and related instructional facilities.
6. Participate at districtwide, local, and State levels of community college planning and articulation of instruction; represent the program at social, professional, and political events which have a direct influence on the course of the program's development.

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7. Plan, develop, and direct the maintenance of a continuous community relations program in accordance with established policies; develop and maintain a communication network with all college/program personnel regarding all aspects of operations.
8. Maintain the program as an integral part of the community by developing, implementing, and promoting needed programs and services.
9. Plan, develop, and direct community service and education programs.
10. Supervise, coordinate, and evaluate general activities of program managers or other administrative personnel; assign, supervise, and evaluate personnel allocated to the program; evaluate staff performance and review evaluations making appropriate recommendations; analyze staff utilization needs; ensure that equal education/employment opportunity is available to all students and employees.
11. Promote and encourage in-service training and professional improvement for all staff e.g. classified professionals, faculty, and administrators/managers to achieve maximum effectiveness.
12. Review and recommend legislation to benefit the College/District and the program.
13. Plan, analyze, and review facilities assigned to the division; recommend additions, remodeling, and repairs.
14. Procure and maintain supplies and equipment for administrative and instructional purposes.
15. Participate in the establishment of safety procedures and practices to protect staff, students, and the public. Serve as a lead in college Emergency Operations Center plans.
16. Responsible for budget development, implementation, and management, including grants; review procedures and audit trials relative to program budget development and administration.
17. Provide administrative direction to the implementation of procedures for appropriate record maintenance and retention.
18. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Budget preparation and control.
- Coordination of assigned districtwide functions.
- College operations, organization, policies, and objectives.
- Fiscal management and experience with budget planning and development. Goals of the College/District's educational master plan.
- Governance systems for California community colleges and districts.
- Information technology and other emerging technologies.
- Operation and use of computers and basic software applications.

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- Public and private sector funding opportunities as related to educational opportunities and programs.
- Legislative issues and media perception.
- Local, State, and federal laws governing programs/services of community college districts.
- Principles of management, leadership, supervision, training, and public administration.
- Student enrollment trends and demographic trends of the community.
- Trends in academic, career, adult, continuing, and higher education and the educational needs of a multi-cultural community.
- Title V and California Education Code related to continuing/adult/noncredit educational programs.
- Interpretation and maintenance of Collective Bargaining Agreements.
- Instructional principles and techniques

Demonstrated Skills and Abilities:

- Advocate for adult continuing education noncredit programs or post-secondary education.
- Assure conformance of community college operations to applicable federal, State, county, and local laws and regulations.
- Build community and business partnerships.
- Commit to shared governance, collaboration, and College/District goals and missions.
- Communicate effectively both orally and in writing.
- Coordinate and provide leadership in evaluating, monitoring, and maintaining educational and student support services.
- Delegate responsibility effectively.
- Demonstrate interpersonal skills, including tact, patience, and courtesy.
- Develop an efficient network of media communications within the College/District and the community.
- Develop and evaluate programs responsive to the constantly changing needs of multi-faceted and multi- ethnic communities.
- Develop and manage division budgets and provide clear fiscal leadership.
- Enhance the institution's image as a leader in the community.
- Establish and maintain effective and cooperative working relationships with others.
- Formulate program policy and procedures.
- Implement the mission, goals, and objectives.
- Lead, manage, direct, supervise, and train personnel.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan, organize, direct, administer, review, and evaluate assigned programs and services.

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- Promote and maintain high standards for personal and organizational integrity, honesty, and respect for people.
- Provide consistent efficient leadership and motivate others to work constructively.
- Research, analyze, develop, and interpret policies and procedures impacting assigned areas of responsibility.
- Strong leadership skills
- Work with administrative systems and databases.
- Work with students and staff with diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds, and disabilities.

## Job Qualifications

### MINIMUM QUALIFICATIONS

**Minimum Qualifications:** Possession of a Master's degree and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

**Preferred Qualifications:** Possession of a Doctoral degree and a minimum of five years of senior-level management experience preferably in planning, implementing, evaluating, and advocating for a wide range of adult or continuing education noncredit programs or in post-secondary education. Usually involves working in an office. Considerable travel from site to site and outside of the District.

### ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in

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supporting both community and campus programs.

### **EEO STATEMENT**

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

### **SELECTION CRITERIA**

#### **Application Screening**

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth
- Work experience (breadth and depth)
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socio-economic community
- Demonstrated ability to work cooperatively with others

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

#### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for

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interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

### **Application Procedures**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience
4. Academic Transcripts (unofficial copies are accepted)

**Foreign Transcripts:** Education completed outside of the United States must be equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. The National Association of Credential Evaluation Services (NACES), a United States-based credentials evaluation service, must translate and evaluate Foreign transcripts.

### **Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.

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2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4573306/vice-president-continuing-education>

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

Continuing Education  
Rancho Santiago Community College District

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