

## Yosemite Community College District

### Modesto Junior College DIRECTOR OF BASIC SKILLS

#### EDUCATIONAL ADMINISTRATOR

##### Definition

This is a full-time educational administrator position. The Director of Basic Skills will coordinate the College's basic skills programs within the Division of Literature and Language Arts.

##### Minimum Qualifications

- Master's degree in English, reading, developmental education, ESL or mathematics.
- Minimum of one year of formal training, internship, or leadership experience in a management role.
- Commitment to provide instruction for students with diverse abilities and interests.
- Personal qualities to work effectively and sensitively in a multicultural student environment.
- Understanding of and commitment to the mission and philosophy of the California community college system.
- Demonstrated successful interpersonal communication and leadership skills.
- Teaching experience at post secondary or high school level.

The District has adopted equivalency procedures including an "eminence criterion," that enables applications by individuals not possessing qualifications listed above. For more information on equivalencies contact Human Resources at 209/575-6968.

Knowledge of and ability to appraise the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students. Sensitivity to the needs, problems and challenges associated with the diversity of the community college student population.

##### Salary Range

Administrative Management Range 36, \$6,696 to \$8,506 per month 2007-08, plus a \$2,100 annual stipend for an earned doctorate. *NOTE: Due to implementation of the 2006 Classification Study, effective March 1, 2009, the salary range for this position will become Range 38: \$7,104 to \$9,025 per month.*

##### Supervision Received

Receives general administrative direction from the Dean of Literature and Language Arts

Provides supervision to support staff and basic skills faculty, as assigned.

##### Essential Duties

The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plans, organizes, develops, and implements the basic skills program;
- Consults with English, reading, and ESL faculty and the Dean of the Literature and Language Arts division regarding basic skills English, reading, and ESL courses and programs;
- Consults with mathematics faculty and the Dean of the Science, Mathematics, and Engineering division regarding basic skills mathematics courses and programs;
- Consults with the Basic Skills Counselor regarding basic skills students and their needs;
- Evaluates student needs, external requirements and regulations, and current trends to develop program modifications and improvements;
- Directly and through subordinate supervisors, and as a designee of the dean, manages, directs, assigns and evaluates the work of faculty and classified staff; trains employees in work procedures, standards and safety practices; interviews and recommends selection of job applicants, appraises employee performance, conducts counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends performance recognition and disciplinary action;
- Prepares and manages the Basic Skills budgets; monitors and approves expenditures; prepares grant and program fund applications and ensures compliance with requirements; prepares and manages contracts for services and equipment within the program area;

- Prepares and/or manages the preparation of reports, correspondence, records and data, including required reporting related to the Basic Skills program;
- Directs and participates in the provision of services to eligible students including intervention strategies, educational plans, counseling, tutoring, grants, child care, transportation, and a wide variety of other support and assistance;
- Provides liaison and coordination with faculty and other campus departments to identify needs, coordinate services to students, and improve program utilization;
- Conducts and/or directs outreach, recruitment and retention efforts for Basic Skills and support programs;
- Coordinates program elements and services with regulatory and other external agencies;
- Attends, participates in and/or leads a variety of internal and external meetings and committees.
- Works with faculty to evaluate testing instruments and make recommendations when needed.
- Works with deans to continue coordination of basic skills programs on east and west campuses and college centers into integrated program.
- Coordinates with institutional researcher about decisions made regarding courses and support services.
- Strengthens liaison with area high schools and universities.
- Assists with development and implementation of policies, procedures and processes designed to improve student learning outcomes.
- Directs and coordinates student support centers and facilitates tutor education, as assigned.
- In collaboration with the faculty, leads the efforts to develop and monitor student learning outcomes in the basic skills classes and programs.
- Participates in professional organizations and maintains an understanding and working knowledge of current ideas, research and practices related to the Basic Skills
- Prepares written and oral reports in evaluation of student learning and basic skills.

##### Desirable Qualifications:

- One year of progressively responsible experience in a leadership position at a community college.
- Training and/or experience in teaching composition, mathematics, or reading at the community college level, with specific expertise in basic skills or developmental mathematics, writing, or reading.

- Experience in curriculum evaluation and development and/or program evaluation and development and in assessing effectiveness.
- Experience in developing and assessing learner outcomes.
- Current knowledge of or experience with assessment processes and instruments.
- Experience with computer-based instruction, self-paced tutorials and computer-assisted learning labs.
- Excellent communication skills.
- Commitment to student learning and to the success of all students.

#### **Knowledge of:**

- Principles of leadership, management and supervision including planning, organizing, assigning and reviewing work; performance appraisal and discipline; employee selection and professional development.
- Budget development and implementation.

#### **Ability to:**

- Manage the activities and operations of a college department.
- Exercise initiative and creativity to meet educational needs and solve problems.
- Motivate faculty, staff and colleagues to continually improve programs and services.
- Plan, direct and manage the activities and operations of community college basic skills support centers.
- Prepare and present effective reports, recommendations and correspondence.
- Effectively communicate in both oral and written forms.
- Establish and maintain effective working relationships.
- Work with designated computer programs and systems.
- Direct, supervise and formally evaluate the work of others.

#### **Typical Working Conditions**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

#### **Licenses and Certificates**

Possession of valid California Motor Vehicle Operator's License.

#### **Physical and Mental Standards**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, and reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

**Closing Date: Thursday, April 16, 2009 at 5:00 P.M.**

#### **Selection Procedures:**

Applications are to be forwarded to:

Yosemite Community College District  
Human Resources  
P.O. Box 4065, Modesto, CA 95352 – OR –  
2201 Blue Gum Avenue  
Modesto, CA 95358

**And must be received no later than the closing date, Thursday, April 16, 2009 at 5:00 P.M.**

**When submitting application, the following is to be included:**

1. A YCCD Administrative Application Form
2. A personal letter of application
3. Resume
4. Unofficial transcripts
5. Three current letters of reference signed & dated within the last twelve (12) months.

Applications will be reviewed by a screening committee, which will select candidates to be interviewed. After interviews, a recommendation will be forwarded to the President, Chancellor, and Board of Trustees.

Official offer of employment may be extended only by the Chancellor or Vice Chancellor, Human Resources.

Federal law requires that the district employ only U.S. citizens and aliens authorized to work in the United States. Written verification of employment eligibility is required.

A background investigation of new employees is required, including reference checks and a state criminal history report. The cost for the criminal history report will be the responsibility of the successful candidate.