



PERALTA COMMUNITY COLLEGE DISTRICT
333 East 8th Street * Oakland, CA 94606 * (510) 466-7200

www.peralta.cc.ca.us

College of Alameda – Laney College – Merritt College – Vista Community College

READVERTISEMENT

ACADEMIC MANAGEMENT JOB VACANCY

VICE CHANCELLOR FOR EDUCATIONAL SERVICES

**DISTRICT ADMINISTRATIVE CENTER
OAKLAND, CALIFORNIA**

**REVIEW OF APPLICATIONS WILL BEGIN ON JUNE 9, 2005
AND WILL CONTINUE UNTIL THE POSITION IS FILLED*†**

The Chancellor of the Peralta Community College District is pleased to announce the official search process to identify and select a Vice Chancellor for Educational Services. The Peralta Community College District is located in the beautiful Oakland/San Francisco Bay Area, an area which leads the world in technology and innovation. This District is seeking to appoint a Vice Chancellor of Educational Services who will become part of the Chancellor's team responsible for implementing an ambitious agenda in advanced training and higher education to serve all segments of a culturally diverse urban community. The Peralta Community College District serves six cities in the East Bay. The District is renowned for its support of education and has a reputation for developing effective approaches to serving the varied interests and needs of the community. The Peralta Community College District was founded in 1964, serves 29,000 students, and is one of the top community college districts in the State of California in transferring students into the University of California system.

Individuals are invited to apply who are interested in joining a team of educational leaders, who understand the principles and distinction of excellence in management and commitment to visionary leadership, and who are committed to community service and academic excellence.

The Vice Chancellor for Educational Services reports directly to the Chancellor and serves as the chief academic officer of the District. The Vice Chancellor provides overall leadership in curriculum planning and development and in the development, implementation and coordination of the instructional and student support programs of the District. The Vice Chancellor provides administrative direction to the Children's Centers Programs, Distance Learning Programs, Community and Neighborhood Development Programs, and the Departments of Research and Institutional Development, Workforce and Economic Development, Tech Prep, Admissions & Records and Student Services, and International Education.

* Appointment to this position is subject to availability of funds.

† The District Offices will be closed Monday, May 30, 2005.

DUTIES AND RESPONSIBILITIES

- Serves as Chief Academic Officer of the District.
- Provides overall leadership to the District in curriculum planning and development, including new programs, coursework and distance learning, and the implementation and coordination of the instructional and student support programs of the District.
- Coordinates the overall day-to-day operation of the academic divisions of the District Administrative Center.
- Coordinates the educational services of the District.
- Provides administrative oversight for the District's Tenure Review and faculty evaluation process.
- Monitors and reviews Faculty Service Areas.
- Provides administrative direction to the District's Children's Centers Programs.
- Develops and manages the budget for the Office of the Vice Chancellor for Educational Services.
- Interprets and ensures compliance with federal and state statutes and regulations, the rules and policies of the Board of Trustees and the administrative directives of the Chancellor as they affect educational and student support services in the District.
- Maintains the instructional program inventory and monitors the instructional programs of the District.
- Supervises the completion of reports as necessary or appropriate for federal, state and local agencies.
- Supports the Chancellor and the District Negotiator in collective bargaining activities with the faculty and staff, and ensures compliance with contracts on an on-going basis.
- Recommends to the Chancellor necessary changes in organizational and operating policies and procedures to improve the operations of the District.
- Reviews legislation affecting the academic affairs of the District and advises the Chancellor and the Board of Trustees.
- Serves on the Chancellor's Executive Staff and on District committees; attends meetings of the Board of Trustees;
- Acts in the absence of the Chancellor as directed.
- Performs other duties as assigned by the Chancellor.

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree from an accredited college or university in a discipline represented within the Peralta Community College District curriculum, and five years of successful full-time experience in administrative or management positions in education, business, industry, or government.
2. Knowledge of California and federal laws and regulations for community colleges.

3. Knowledge and proficiency in the operation and use of personal computers utilizing various software applications (i.e., word processing, spreadsheet and database management software) including email and the Internet.
4. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS

- Possess a Ph.D. or Ed.D. Degree from an accredited college or university.
- Postsecondary teaching experience, preferably in community colleges.
- Demonstrated collective bargaining experience in a college environment of shared governance.

COMPENSATION

This is a full-time, twelve-month academic management position. The annual salary range is \$117,701 - \$137,690. Salary placement is commensurate with education and experience.

FRINGE BENEFITS

The Peralta Community College District provides an outstanding fully paid fringe benefits program including holidays, sick leave, twenty-two (22) days of paid vacation each year, medical, dental, life insurance and membership in the California Public Employees' Retirement System. Many benefits apply to both employees and their dependents.

SELECTION PROCEDURES

A selection committee will review and evaluate applications to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not assure the candidate an interview.

APPLICATION PROCEDURES

Applicant must submit a complete application packet as described below:

1. Applicant must submit the following:
 - a completed Peralta Community College District *Management Employment Application* Form
 - a brief letter of application (maximum five pages) stating specifically how you would meet the elements of the Vice Chancellor For Educational Services profile
 - a detailed current resume of work experience, formal education, training and qualifications
 - the names, business and home telephone numbers of six recent references: include at least two references from supervisors, two from faculty members or the equivalent and two from classified members. (Note: References will not be contacted without the applicant's permission.)
 - a copy of the Master's Diploma. Official transcripts from a fully accredited college or university institution will be requested and required at employment.

2. Incomplete application materials will not be considered. Faxed materials accepted.
3. All application materials submitted will be considered for this position only and will not be returned, copied or considered for additional or future openings.
4. Travel expenses for the interview and selection process will be borne by the candidates.
5. Inquiries and all materials are to be mailed or delivered to the:

**Office of Human Resources
Peralta Community College District
333 East Eighth Street, Oakland, CA 94606
Information: (510) 466-7297
24-Hour Job Hotline: (510) 466-7223
Fax No. (510) 466-7280 or (510) 466-7397
Website: <http://www.peralta.cc.ca.us>
California Relay Service for the
Hearing-Impaired: 1-800-735-2929**

*APPOINTMENT TO THIS POSITION IS CONDITIONAL UPON THE APPROVAL OF THE
BOARD OF TRUSTEES.*

CONDITIONS OF EMPLOYMENT

Employees must satisfy all pre-employment requirements to work for the Peralta Community College District which include, but are not limited to, the following items.

REQUIRED FOR ALL EMPLOYEES

Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit evidence (either skin test or X-ray report) of being free of tuberculosis within the past sixty (60) days. The TB test is a condition of employment and any expense must be borne by the successful candidate.

Fingerprinting Requirement: As a condition of employment, all employees working for community colleges in the State of California are required to be fingerprinted within the first ten (10) working days of the date of employment pursuant to Education Code Section 88024. The District Office of Human Resources processes fingerprints electronically. During the employment intake process, new employees must pay the processing fee of \$81.00 via Money Order or Cashiers Check **only** payable to the Peralta Community College District.

Immigration Requirement: According to the Immigration Reform and Control Act, the Peralta Community College District is required to verify that all new employees are:

- 1) A citizen or national of the United States;
- 2) An alien lawfully admitted for permanent residence; or
- 3) An alien authorized by the Immigration and Naturalization Services to work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

District Policy: A Social Security Card will be required following selection and prior to completion of the hiring process. The employment process cannot be completed without a copy of the Social Security Card on file in the Office of Human Resources.

MAY BE REQUIRED

Medical Examination: Under state regulations and as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

MISSION STATEMENT

The mission of the Peralta Community College District is to provide accessible, high quality adult learning opportunities to meet the educational needs of the multicultural East Bay community.

VISION

The Peralta Community College District will be an exemplary system by being responsive to the educational needs of our community, by providing learner-centered educational experiences and by being committed to innovation and continuous improvement.

The Peralta Community College District is an Equal Opportunity Employer.

In conformance with the Americans with Disabilities Act, requests for reasonable accommodations may be made to the Office of Human Resources by calling (510) 466-7283.

The Peralta Community College District reserves the right to close or not fill any advertised position.