PALO VERDE COMMUNITY COLLEGE DISTRICT

Director, Needles Center

NATURE OF THE POSITION:

Under the supervision of the Chief Instructional Officer or designee, the Director is responsible for the operational activities of the Needles Center as well as act as a representative for Palo Verde College at various functions and activities in the Needles area. The Director will recruit and recommend adjunct faculty, maintain course schedules, advertise the college programs in the Needles area and work with the local high school to develop a seamless pathway for students entering college. The Director will be responsible for the day-to-day activities necessary for the development of the Needles center. The Director will also facilitate all student related services and will work with the Chief Student Services Officer or designee and other counseling staff to meet student needs in Needles.

RESPONSIBILITIES:

1. Supervise all Needles Center staff.
2. Coordinate the college activities, course offerings, programs, and services offered in the Needles Center.
3. Design instructional programs/curricula that will prepare students for jobs. Identify concurrent job placements for students while enrolled and after completion of educational programs.
4. Work with the Blythe campus to prepare the Needles course schedule each semester.
5. Publicize classes for both print and electronic media.
6. Facilitate services to all students including advising, class scheduling, orientation, mentoring, tutoring, and other related services and activities.
7. Guide students in the enrollment process.
8. Assist faculty and staff in devising methods to use technology in their instruction and support services and assist in developing distance education classes and online student services.
9. Provide training to faculty and staff in distance education and computer-assisted instructional methodologies.
10. Insure that all registration, positive attendance, grades, attendance reports, and other associated materials are submitted to the Registrar on or before the due date.
11. Schedule Needles facility for instructional and community use.
12. Coordinate the District's services for students in accordance with state Title V and Chancellor's Office regulations.
13. Perform enrollment management services and serve as a recruiter and liaison with high school and other community agencies.
14. Assist in developing and maintaining online course and services databases for student tracking.
15. Participate in full-time staff responsibilities, including staff/faculty meetings, committee assignments, and student activities.
16. Arrange and/or conduct in-service workshops and conduct new faculty orientations.
17. Monitor budget and maintain files on purchase requisitions.
18. Prepare reports as necessary in support of the Needles program.
19. Serve as a community liaison in order to identify educational and training needs.
20. Perform other related duties as assigned.

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree in any area.
2. Knowledge of curriculum development, assessment, testing materials and interpretation of career interest, personality, work values, and similar career relevant assessment criteria.
3. Postsecondary training in pedagogy, instructional design, and/or best practices for e-learning.
4. Pedagogical appropriate strategies for online learning including new and emerging technologies such as streaming media, RSS, blogs, wikis, and other social networking software.
5. Familiarity with Federal section 508 & W3C standards and accessible design techniques.
6. Ability to counsel and assist students from diverse cultural, ethnic, socioeconomic and educational backgrounds in achieving realistic personal and academic goals.
7. Knowledge of requirements for transfer, vocational, and remedial programs.
8. Knowledge of software and hardware used in web design and technology-based instruction including.
9. Course Management Systems – Sakai or equivalent CMS.
10. Familiarity with Flash, video compression, WordPress, FaceBook, Twitter, HTML, DHTML, XHTML, semantic markup, JavaScript, PHP, MySQL, CSS, FTP, and Dreamweaver.
11. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the local community college students.
12. Strong interpersonal and written communication skills.
13. Physical ability to work effectively in an environment which is typical of this position.

PREFERRED QUALIFICATIONS:

1. Master's Degree in any area related to courses taught in a California community college.
2. Knowledge of the curriculum development processes.
3. Experience in supervising others.
4. Demonstrated mastery of the use and implementation of instructional technology.

CLASSIFICATION / SALARY:

This is a full-time Academic Administrator position (11 months). Salary will be on Row 4 of the College's Administrative salary schedule with placement appropriate to experience.

PALO VERDE COMMUNITY COLLEGE DISTRICT
AA/ADA/EEO

1. To be considered a candidate for a position in the Palo Verde Community College District, the application and materials must be on file no later than the filing deadline date.

2. The screening procedure:

   a. A committee will screen all applications. Meeting the minimum qualifications for the position does not assure an interview.
   b. The committee will invite selected candidates to an interview held at Palo Verde College. From those candidates interviewed, the committee will recommend selected persons to the Superintendent/ President who will also interview the candidates.
   c. The Superintendent/President will then make a recommendation to the Board of Trustees.

3. Hopefully all interviews will be scheduled for the same day and evening.

4. In the interview, consideration will be given to factors in addition to education and experience, including, but not limited to, personal development, ability to work with others, initiative and sensitivity and commitment to meet student needs.

5. ***Travel costs related to these initial interviews will be borne by the candidate.***

6. A second interview may be required for selected candidates.

7. Candidates will be notified by letter of their status as the committee progresses through the hiring procedure.

8. Candidates should not expect official notification of the status of their candidacy until the Board of Trustees has acted on the Superintendent's recommendation for employment.

9. The College reserves the right to contact the current or most recent employer of any candidate and to investigate past records.

10. The College reserves the right to re-advertise the position or to delay indefinitely filling a position if it is deemed that applicants for the position do not constitute an adequate applicant pool.

11. The College does not return to the candidate materials submitted in application for a position.

12. An optional form, "Affirmative Action Survey," is distributed with each application. Completing and returning this form is done on a voluntary basis by the candidate. The voluntary form does not circulate through the screening procedure along with the application.

13. The Immigration and Naturalization Act requires the College to obtain documentation for every individual who is employed which verifies identity and authorizes his/her right to work.

14. All employees are required to sign the Oath of Allegiance and the Drug-Free Workplace policy form.

15. The provisions of this bulletin do not constitute a contract expressed or implied, and any of the provisions contained herein may be modified or revoked without notice.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.