

## SELECTION PROCESS

- The selection process shall include the following steps:
- A screening/evaluation committee will review application materials to determine minimum qualifications for the position are met;
  - A pool of qualifying candidates will be invited to an initial interview with the selection committee at the Santa Monica Community College District's main campus or one of its satellite campuses;
  - Upon completion of initial interview process, the selection committee will recommend candidates for final interview with the Superintendent/President who will recommend a candidate for appointment by the Board of Trustees.

Applicants will be notified by letter of their status as the committee progresses through the hiring process. Candidates who are selected for a final interview with the Superintendent/President should not expect official notification of the status of candidacy until the Board of Trustees has acted upon the Superintendent/President's recommendation.

All travel costs related to an initial interview will be borne by the candidate. Only 1/2 of the airfare cost to the Superintendent/President's interview will be borne by the college.

The Santa Monica Community College District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records.

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

**Accommodation:** Candidates with legally defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources by the deadline date. Candidates may be required to supply documentation supporting the need for the accommodation when the request is made.

For Santa Monica Community College Campuses & Program Sites please go to the website below:

<http://www.smc.edu/campusmainpagefault.htm>

For Airport, Hotel and traveling information please go to the Santa Monica Convention and Visitor Bureau website below:

<http://www.santamonica.com>

## BP 3120 Equal Employment Opportunity

The Santa Monica Community College District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. All qualified applicants for employment and employees shall have full and equal access to employment opportunity. No person shall be subjected to discrimination in any program or activity of the District on the basis of ethnic group identification, race, color, national origin, religion, age, gender, disability, ancestry, sexual orientation, language, accent, citizenship status, transgender, parental status, marital status, economic status, veteran status, or medical condition. No person shall be subject to discrimination 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.

The Board commits the District to vigorous equal employment opportunity in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District will strive to achieve a workforce that reflects the diversity of the state's adult population and is welcoming to men, women, persons with disabilities and individuals from all ethnic and other groups as specified in the preceding paragraph to ensure the District provides an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

The Board of Trustees shall approve the Equal Employment Opportunity Plan, and assume overall responsibility for the success or failure of the Plan. The Board delegates to the Superintendent/President the responsibility for implementing this policy consistent with all applicable provisions of the Education Code and Title 5. The Equal Employment Opportunity Plan will be maintained to ensure principles that conform to federal and state laws.

## THE DISTRICT

The Santa Monica Community College District operates a single college (Santa Monica College) with a 42-acre main campus and five satellite campuses in the City of Santa Monica, located in the western part of Los Angeles County. The College provides excellent academic and career technical programs and counseling services to an ethnically diverse student population of approximately 33,000.

The District has about 1,800 employees and an annual general fund operating budget of approximately \$165 million.

## OUR VISION, MISSION & GOALS

*Santa Monica College:*

*Changing Lives Through Excellence In Education*

**Vision** -Santa Monica College will be a leader and innovator in learning and achievement. As a community committed to open dialog and the free exchange of ideas, Santa Monica College will foster its core values: knowledge, intellectual inquiry, research-based planning and evaluation, academic integrity, ethical behavior, democratic processes, communication and collegiality, global awareness, and sustainability.

**Mission** -Santa Monica College provides a safe and inclusive learning environment that encourages personal and intellectual exploration, and challenges and supports students in achieving their educational goals. Students learn to contribute to the global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes the critical importance of each individual's contribution to the achievement of this mission.

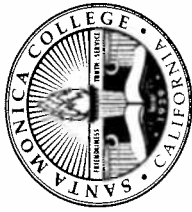
Santa Monica College provides open and affordable access to high quality associate degree and certificate of achievement programs and participates in partnerships with other colleges and universities to facilitate access to baccalaureate and higher degrees. The College's programs and services assist students in the development of skills needed to succeed in college, prepare students for careers and transfer, and nurture a lifetime commitment to learning.

**Goals** -To fulfill this mission, Santa Monica College has identified the following Institutional Learning Outcomes and supporting goals.

Santa Monica College students will:

- Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives
- Obtain the knowledge and skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems.
- Respect the inter-relatedness of the global human environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events.
- Assume responsibility for their own impact on the earth by living a sustainable and ethical lifestyle.

7/15/13



# Santa Monica Community College District

## POSITION ANNOUNCEMENT Full-Time/Administrative DIRECTOR, SUPPLEMENTAL INSTRUCTION AND TUTORING PROGRAMS

**\$117,087 - \$135,735**



**Application Deadline  
August 12, 2013**

*Equal Opportunity, Title IX,  
Employer of the Disabled*

### Board of Trustees

Dr. Nancy Greenstein, Chair  
Dr. Susan Aminoff, Vice-Chair  
Judge David B. Finkel (Ret.)  
Dr. Louise Jaffe  
Dr. Margaret Guinones-Perez  
Rob Rader  
Dr. Andrew Walzer

Dr. Chui Tsang, Superintendent/President

## POSITION PROFILE

The Supplemental Instruction (SI) and tutoring programs provide academic support for students in a variety of subject areas to increase retention and improve student success. Under the supervision of the Dean of Learning Resources, the Director of Supplemental Instruction and Tutoring Programs will be responsible for providing leadership and managing all aspects of the Supplemental Instruction (SI) and Tutoring programs.

## REPRESENTATIVE DUTIES

The Director of Supplemental Instruction and Tutoring Programs will support the mission and operations of the programs by performing duties that include the following:

- Overseeing the day-to-day operations of the programs, including recruiting, hiring, training and supervision of the tutoring and supplemental instruction employees.
- Promoting SI and Tutoring programs to students and instructors.
- Recruiting, hiring, training and supervising SI leaders.
- Preparing outcomes assessment to further develop offerings; setting goals and objectives; developing strategic plans.
- Creating, implementing and delivering seminars, workshops and other programs to meet the needs of staff, students and faculty.
- Communicating and collaborating with academic departments and other units to design and improve program offerings.
- Developing promotional materials and program communications utilizing various media formats.
- Collecting data and preparing analytical and statistical reports.
- Administering department budgets.
- Providing SI training before the start of each semester, continuing training through meetings, observing of SI sessions, and providing feedback to SI leaders on performance.
- Developing and maintaining website content.
- Establishing and revising policies and procedures for the programs.

## MINIMUM QUALIFICATIONS

Master's degree and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment OR the equivalent\* OR possession of an appropriate valid California Community College Credential authorizing service in the specified subject area(s).

## PREFERRED QUALIFICATIONS

- Six years of professional experience in a college setting, including administrative and/or supervisory experience in student learning assistance programs.
- Master's degree in Education or in a discipline taught at the College.
- Experience overseeing a Supplemental Instruction program or college-level tutoring center.
- Previous supervisory experience.
- Demonstrated knowledge of tutoring/learning theory, learning styles, learning disabilities.
- Experience working with at risk or underprepared students.
- Excellent verbal, written and interpersonal communication skills.
- Teaching experience in higher education.
- Experience conducting presentations and training workshops.

*\*The Santa Monica Community College District, in its desire to select outstanding faculty members from the largest possible pool of qualified applicants, recognizes the fact that candidates may attain expertise in a discipline through a variety of means. Certain combinations of education, experience and other accomplishments in the field may be judged by the District as equal to the stated minimum qualifications for this position. Candidates who feel they possess such equivalent qualifications are encouraged to apply and provide appropriate documentation of their qualifications.*

## COMPENSATION

**Salary: \$117,087 - \$135,735**

(Commensurate upon qualifications and experience)

## INFORMATION/BENEFITS

- 12 month management position
- 24 paid vacation days
- 12 paid ill days
- Fully paid medical, dental and vision care coverage for the employee and dependents
- \$50,000 Life insurance for employee
- STRS (State Teachers Retirement System) or PERS (Public Employees Retirement System if pre-qualified).

## CONDITIONS OF EMPLOYMENT

Appointment subject to verification of official transcripts, current or previous employment, tuberculosis exam, and fingerprint clearance. Selected candidate must provide identification and work authorization.

## APPLICATION PROCESS AND REQUIRED MATERIALS

- A completed on-line District application
- A cover letter which outlines education and experience relevant to the duties and responsibilities of the position
- A detailed resume of professional experience
- Three (3) letters from persons having first-hand knowledge of the candidate's professional qualifications, character, etc. (sent via our online application system);
- Copies of transcripts (need not be official) or degree confirmation.
- Equal Opportunity Survey – optional

All applications and materials must be received by:  
**August 12, 2013**

## HOW TO APPLY

Please note:

- Documents uploaded online must be the actual documents to be considered for review. Do not upload a "placeholder" document. Applications with placeholder documents are considered incomplete and will be rejected. Also, please note that documents will not be removed from your application file. Only upload the documents requested. Other materials may be presented as appropriate if you are selected for an interview.

- An email notification will be delivered to your reference provider once you have completed your application and attached the required documents (via the on-line process). The reference provider will then submit their confidential letter of reference via the online confidential portal.
- Your application is not considered complete without the submission of the confidential letters of reference through the on-line system.
- It is your responsibility to ensure that all application materials are received on or before the closing date.
- All materials included in your application are considered for this position only. The district application and all supporting documentation become the sole property of the Santa Monica Community College District and will not be returned to you.
- Employment information and instructions for submitting applications may also be obtained 24 hours a day by calling (310) 434-4336.