



TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

Dean of Instruction

PAY - \$90,000 (annual)

JOB TYPE - Full-time (exempt)

DEADLINE - First review 4/25/25

(will remain open until filled)

LOCATION - Ontario, Oregon

DEPARTMENT - Academic Affairs

REPORTS TO - Vice President of
Academic Affairs

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

PURPOSE: The Dean of Instruction will coordinate and support growing programs, outreach centers, high school dual credit opportunities, assessment, grant management, contract management and other administrative functions.

QUALIFICATIONS

MANDATORY: Master's Degree from a regionally accredited institution and Administrative or management experience in an environment which involves planning, budgeting, supervision, curriculum development and/or community relations. All candidates must be able to demonstrate strong organizational skills and precise attention to detail. Candidates

must also possess the ability to manage multiple complex tasks simultaneously and respond to ever-changing environments comprised of a diverse group of stakeholders.

PREFERENCE: PhD. or terminal degree. Three or more years of teaching experience. Experience in post-secondary education is strongly preferred.

ESSENTIAL FUNCTIONS

- Participate in program planning, which includes responding to the needs of the community, formulating, and updating program goals and objectives, determining future program viability, recommending how to allocate resources, and evaluating performance.
- Provide leadership and collaborate for growth in the Outreach Centers including Caldwell and Burns, with the programs associated with each.
- Analyze and coordinate with Student Services, facilities, and the department chairs in developing the annual and quarterly schedule of classes and faculty assignments for program responsibility areas.
- Supervise and coordinate the yearly college catalog and its publication.
- Develop and monitor budgets within areas of responsibility.
- Work with Department chairs and Directors to recruit, hire, and orient faculty, including adjunct faculty, consistent with college needs and policies.
- Supervise, evaluate, and develop faculty in accordance with negotiated agreement, personnel policies and College policies and procedures.
- Maintain communications through administrative channels to and from faculty.
- Plan, coordinate and conduct appropriate meetings for areas of responsibility.
- Participate in Curriculum Committee to oversee and support curriculum development, implementation, compliance and evaluation within areas of responsibility. Ensure that the curriculum is effective, contemporary, professional, and responsive to changing regional, state and local needs. Ensure curriculum meets all state requirements for content and numbering.
- Provide leadership and oversee accelerated college credit programs, which include dual credit and sponsored dual credit.
- Lead internal and external emphasis and program area reviews, collaborate on institutional effectiveness processes, accreditation, and other assessment activities in assigned areas.
- Assist with adult basic instruction, both at the main campus and at the correctional institutions serviced by TVCC, and English as a second language (ESL) and the HEP and CAMP grant, when needed.
- Work closely with the Four Rivers Community School when working with students enrolled through the early college model.

- Coordinate articulation agreements with department chairs with colleges and universities.
- Support and encourage the collection and analysis of relevant course, program and institutional data as integral to the assessment of student learning.
- Support and collaborate on the development and implementation of institutional initiatives, such as Guided Pathways.
- Represent the College at off-campus community groups, business and industry, agencies, or individuals, as assigned.
- Assist in the exploration of and application for outside funding sources including grants and contracts applicable to areas of responsibility.
- Provide effective administration of all related college policies and collective bargaining agreements.
- Work with the Vice President of Student Affairs to coordinate student retention efforts and enrollment management in accordance to the college's strategic plan.
- May provide oversight for the Second Chance Pell; Prison Education Programs (PEP) program at eligible correctional institutions serviced by TVCC.
- May serve as a member or lead negotiator of the bargaining team for negotiated employment agreements when the agreements pertain to faculty.
- Other duties as may be assigned by the Vice President of Academic Affairs or President.

TERMS OF EMPLOYMENT

This is a full-time, Administrative, exempt position.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan as well as 160 hours of annual vacation leave, 16 hours of annual personal leave and 8 hours per month of sick leave accrual.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position.
- A resume
- College transcripts, if any (copies are acceptable at this time)
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

**TREASURE VALLEY COMMUNITY COLLEGE IS AN
EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER**

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.