Associate Dean of Basic and Transitional Studies (BaTS) & English Language Institute (ELI), R19125

Salary: Depends on Qualifications

Location: Bellevue WA, WA

Job Type: -Exempt

Division: Academic Affairs

Job Number: R19125

Job Status: Full-TimeNot Eligible for OvertimeNon-Represented

DESCRIPTION
The Associate Dean provides instructional and administrative leadership for the following departments in the Arts & Humanities Division of Bellevue College: Basic and Transitional Studies (BaTS) (Adult Basic Education, GED, ESL, I-BEST) and the English Language Institute (ELI), an intensive English program for International Students. The Associate Dean fulfills the instructional mission of Bellevue College by implementing accessible educational pathways and programs that enable students to attain their goals. The Associate Dean reports to the Dean of Arts and Humanities and is responsible for the instructional, fiscal, and personnel operations of the departments above. The successful candidate must work collaboratively with program chairs, faculty and staff to achieve instructional goals. The Associate Dean supervises staff and faculty in the BaTS and ELI departments and represents these programs across the campus, in the community, and at the state level. The successful candidate will work closely with campus and community stakeholders such as the International Education & Global Initiatives, Workforce Education, Prof/Tech programs and Student Affairs to provide strategic direction to implement new and continuing program initiatives, such as the Student Achievement Initiative (SAi), High School+, City of Bellevue Preparing for Work Programs, I-BEST and Project I-DEA (Integrated Digital English Acceleration). The Associate Dean is also responsible for monitoring ongoing program operations and coordinating the work of faculty and staff.

COMPREHENSIVE WAGE AND BENEFIT PACKAGE
Salary range begins at $80,347. Annual salary will be commensurate with candidate's qualifications and related experience.

We offer comprehensive compensation package with salary and benefits as the main components. Generous benefits package is offered through Washington State plans that includes multiple medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc.

For more details about Bellevue College's excellent employee benefits, please visit Benefits section, next to Description section.

ABOUT THE COLLEGE
Bellevue College is a diverse student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle where we serve a student population of over 44% students of color and over 1,100 international students. The college promotes
student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant and inclusive campus community that supports a diverse student body, faculty and staff. As an essential part of our http://www.bellevuecollege.edu/futurevision/core-themes/, diversity, equity and pluralism are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building an inclusive and diverse campus community that fosters creativity, innovation and student success.

POSITION DUTIES
Faculty, students and curriculum

• Provide instructional vision and direction for the BaTS and ELI.
• Recruit, hire, mentor, supervise, and review tenured, non-tenured, and part-time faculty in ABE/GED, ESL, I-BEST and ELI.
• Promote a diverse and equitable working and learning environment
• Collaborate with I-BEST program chair to lead the development of I-BEST pathways appropriate for BC's programs and student
• Participate in evaluating and reviewing instructional programs, implementation of standards, and compliance with grants and contracts.
• Collaborate effectively with students, faculty, staff, administration, community-based organizations, and other state agencies to continuously evaluate and improve programs and courses to ensure successful learning opportunities and transitions for students.
• Collect, analyze, and share program qualitative and quantitative data for continuous department improvement and state monitoring with support from Program Managers.

Building relationships

• Represent departments at campus meetings on instruction and specific campus initiatives.
• Facilitate collaboration among the programs of the BaTS and ELI departments
• Works with the Dean of International Education and Global Initiatives to ensure instructional integrity in course offerings.
• Actively network and create successful partnerships across the college and larger community to strengthen student retention, persistence, and transition.
• Develop, build, and maintain relationships with internal Bellevue College partners such as Student Affairs, Workforce Education, academic and professional/technical programs.
• Clear and timely communication, email or face-to-face, with staff and faculty

Administrative

• Collaborate with the Dean of International Education and Global Initiatives to coordinate and facilitate established study abroad programs.
• Recruit, supervise, and evaluate direct staff reports.
• Provide direction to and collaborate with Program Managers to fulfill the goals of the programs with clear, effective systems and procedures.
• Review with department chairs course scheduling, enrollment management, and other instructional administration activities.
• Develop, implement, and monitor budgets in ABE/GED, ESL, I-BEST and ELI.
• Collaboratively write, implement, report, and monitor grants and proposals to locate state and federal funds with the Grants Office, Program Chairs and Program Managers.

Other
• Assists in the development of manuals, guides and other material necessary for the efficient and effective administration of instructional programs.
• Conduct and arrange regular department meetings for all instructors and staff.
• Coordinate with, assist, and support program chairs, program managers, and faculty.
• Oversee faculty contracts and stipends.
• Provides direction and meets with faculty and students regarding student conduct.
• Performs other related duties as assigned.

QUALIFICATIONS/CORE COMPETENCIES

• Master’s degree in Adult Education, Administration, TESOL, or related discipline from an accredited Institution. Any combination of relevant education and/or experience may be substituted for the educational requirement on a year-for-year basis.
• Two (2) years of administrative or leadership experience in higher education.
• Two (2) years' experience teaching in a field taught within or related to the departments listed above.
• Effective communication, problem-solving, organizational, and conflict-management skills.
• Experience in establishing and maintaining cooperative and collaborative working relationships with students, faculty, staff, and community partners.
• Demonstrated ability to prioritize and multi-task diverse tasks in multiple settings.
• Demonstrated ability to adhere to college, city and state Program deadlines
• Demonstrated commitment to Educational Equity.

PREFERRED QUALIFICATIONS:

• Leadership experience in Basic Skills (Adult Basic Education, GED, ESL, IBEST) and with International students.
• Experience with inquiry based, data-driven decision making.
• Successful experience writing and managing state and federal grants.
• Experience with fiscal managing and budgeting.
• Successful experience facilitating the implementation of state and program initiatives.
• Experience in communicating priorities and timelines to faculty and providing support to faculty in meeting those timelines.

SPECIAL INSTRUCTIONS FOR APPLICANTS

Applications received by 02/09/20 will be given full consideration. Applications received after that date may be considered until the position is filled. This position is not eligible for relocation allowance.

Background Check:
Prior to start of employment, a background check will be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant’s suitability and competence to perform in the position.

How to Apply:
Click on the word Apply at the top right corner of the job announcement.

Individuals interested in this position are encouraged to apply. Your application must include a complete online application and all of the required documents below to be considered complete. Any application that does not provide all requested information will be considered incomplete and will not be screened for the position.
• Complete an online application (note that stating "See Resume" on any section of the online Application will be deemed incomplete)
• Attach a Resume
• Attach a Cover Letter
• Attach a Diversity Statement that addresses the following: Please provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to Bellevue College (min 1 pg, max 2 pgs)

To apply, visit https://apprtrkr.com/1929035

Bellevue College is an equal opportunity employer committed to providing equal opportunity and nondiscrimination to applicants and employees without regard to race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or whether a disabled or Vietnam-era veteran. Please see policy 4100 at www.bellevuecollege.edu/policies/. Applicants with disabilities who require assistance with the recruitment process may contact hr@bellevuecollege.edu or 425-564-2271. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office R130.

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