



College of the Siskiyous

College of the Siskiyous invites applications for the position of

FIELD INSTRUCTIONAL SERVICE AGREEMENT (ISA) DIRECTOR

THE POSITION

Under the direction of the Dean of Student Learning, works closely with all stakeholders involved with the Farm Workers Institute for Education and Leadership Development (FIELD) organization and other areas to implement the activities required. The Director will also serve as the liaison between the FIELD organization and the college. A range of disciplines and services are involved in the initiative, therefore, the coordinator will have a major responsibility to communicate broadly and effectively with many individuals and groups, as well as coordinating the preparation of a single final assessment and planning report.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree

AND

2. One year of formal training, internship, or leadership experience reasonably to the administrative assignment.

DUTIES AND RESPONSIBILITIES

KEY RESPONSIBILITIES

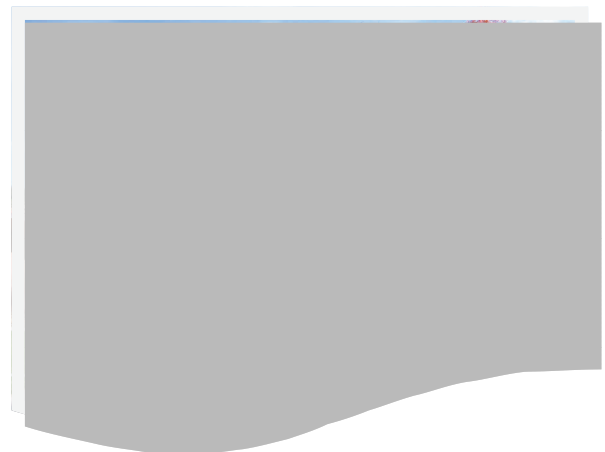
- Regular and effective site visits where ESL instruction is being offered to ensure Regulation Compliance. Instruction Compliance. Leads all FIELD instructor evaluation processes.
- ESL Program. Ensure all ESL instructors are vetted for minimum qualifications. Ensure all students are admitted and enrolled in appropriate sections. Ensure all grades are reported. Oversight of Enrollment Services processes as they pertain to ESL ISA's.
- ESL Reports and Action Plans. Read, interpret and apply regulations, policies and procedures related to the FIELD Initiative. Coordinate the preparation of the required FIELD assessment and actions plans. Prepare all reports for the ESL Program. Communicate with student services programs to identify existing support and potential gaps (EOPS, Counseling, Financial Aide, etc.)
- Non-Credit ESL Adult Basic Education. Leads efforts in this area.
- Research. Serve as liaison between departments engaged in research and the college-based researcher. Interpret and apply research (both local and external) in planning FIELD courses and programs. Communicate research activities.
- Budget. Serve as liaison between Dean and faculty/departments engaging in FIELD related activities requiring funding. Assist in monitoring funding. Follow the process and use existing forms to request and distribute funds for curriculum and professional development, instructional equipment, etc.
- Communication and Reporting. Ensure that the ESL information in Navigator, in the College catalog, and in all campus publications is accurate. Ensure dissemination of information to Administration, FIELD Organization and partner organization.

- Professional Network. Liaison with the statewide FIELD organization and partner organizations, representing COS at regional meetings, trainings, and conferences. Actively participate in statewide network to identify and support effective practices in support of program success. Participate in conferences hosted by colleges sponsored by relevant bodies working towards improvement in developmental education upon approval of travel request. Travel to colleges and centers elsewhere in California to observe their coordinated ESL/FIELD compliance.
- Professional Development and Curriculum Training Activities. Serve as liaison between Dean and faculty/departments engaging in FIELD/ESL professional development training. Assist, coordinate and/or lead ESL faculty development training, conferences, and workshops.
- Work with the FLEX Committee and individual departments to promote appropriate professional development workshops for ESL faculty.
- Faculty Support. Work with the faculty to develop innovative approaches to ESL education and related curriculum.

KNOWLEDGE OF

- Knowledge of ESL, ESL Instruction and programs
- Knowledge of budgets and monitoring of funds
- Ability to interpret and apply research (both local and external)
- Ability to communicate research activities to the committee
- Knowledge of Instruction and Instruction compliance
- Read, interpret and apply regulations, policies and procedures related to the FIELD Initiative
- Knowledge of and ability to write Adult Basic Education ESL Curriculum

POSITION AND SALARY PENDING BOARD APPROVAL





College of the Siskiyous

THE COLLEGE AND COMMUNITY

Established in 1957, College of the Siskiyous serves over 3,000 students each semester.

Work where the air is crisp and the water is clean. Experience fishing, hiking, skiing, camping, swimming and hunting within a minutes drive. The communities of Siskiyou County feature festivals, carnivals, concerts, art galleries and live theatre. Visit an assortment of quaint shops and restaurants. Enjoy low cost of living all while being located an hour from cities such as Ashland or Medford, Oregon and Redding, California.

Siskiyou county is large in area but has a population of just 45,000. The main campus is located in the historic lumber town of Weed, California at the base of 14,162 foot snow-capped Mt. Shasta. A campus center is located in the City of Yreka. The main campus, accessible from Interstate 5 and Highway 97, is 60 miles south of the Oregon border. Both locations feature state-of-the-art facilities in a caring atmosphere.

College of the Siskiyous comprehensive curriculum and student services are designed to meet the needs of a diverse student body and include transfer, career and technical education, basic skills, and continuing education offerings.

SALARY AND BENEFITS

- The annual salary range for this 10-month 20 hour per week management position is: **\$19.36—\$25.94 Per hour**. Placement on the district salary schedule is based upon education and experience. An earned doctorate from a regionally accredited institution receives an additional \$1,200 annual stipend.
- **Medical/Prescription:** Selection of six medical plan offerings from Blue Shield. Prescription coverage is provided by CVS/Caremark. Medical plan options range from a 90/10 plan with a \$100 deductible, to a high deductible plan with a \$1,300 deductible with 80% coinsurance after the deductible is met.
- **Dental:** Provided through Delta Dental with up to \$2,000 annual maximum and a \$50 deductible for non-preventative services.
- **Vision:** Provided by Vision Services Providers and provides for an annual exam with a \$10 co-pay, and lenses and frames or contact lenses up to specified limit.
- **District Contributions:** There is a four tier cap for employee benefits: \$9,117 for employee only, \$13,509 for employee + children, \$14,757 for employee + spouse, and \$21,573 for employee + family. Some plans require a monthly employee cost share.
- The District also contributes to CalPERS or STRS (State Teacher's Retirement System) on behalf of the employee.

APPLICATION PROCEDURE

Applications will be accepted until the position is filled. The first review deadline is **January 31, 2017 at 1:00pm PST**. For an applicant to be considered, the Human Resources Office must receive all required documents. It is the applicant's responsibility to ensure that all requested materials are received. Materials submitted in addition to those listed below will not be considered in the screening process. All documents included in the application file become property of the College and will not be returned. Only completed application packets will be forwarded to the search committee. All inquiries and applications will be held in the strictest confidence.

To be considered a candidate for this position, the applicant must submit the following materials:

- COS Application Cover Sheet*
- A letter of application summarizing how the minimum and desired qualifications are met
- Resume
- Transcripts of college work (Copies are acceptable for application. The successful candidate must provide original transcripts upon hiring. Foreign transcripts must include a U.S. evaluation and translation, at the time of application.)
- A list of four professional references, which include the reference's title and current contact information

**Employment forms are available at www.siskiyous.edu/jobs*

Materials can be submitted by email, mail, fax or be hand delivered:

Human Resources Office
College of the Siskiyous
800 College Avenue
Weed, CA 96094

Phone: (530) 938-5317 or Fax: (530) 938-5380

HR@siskiyous.edu

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.

College of the Siskiyous 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 or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.

College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.

TYPE: MANAGEMENT VACANCY

FIRST REVIEW: JANUARY 31, 2017 @ 1:00pm PST

LOCATION: WEED CAMPUS JOB NUMBER: 2016-17-18

SALARY: \$19.36 TO \$25.94 PER HOUR