



INGRAM STATE TECHNICAL COLLEGE

Position Announcement

Dean of Instruction

SEARCH RE-OPENED

POST: September 16, 2020

Application Deadline: Search will continue until 3:00 PM on September 29, 2020.

General Information: J.F. Ingram State Technical College is a postsecondary correctional education institution with centers located in Deatsville (Main Campus), Julia Tutwiler Prison, Draper Correctional Facility, Alabama Therapeutic Facility (ATEF), Donaldson Correctional Facility, Bibb Correctional Facility. Its mission is to provide quality educational services to individuals incarcerated in Alabama's correctional facilities. The student population served is diverse in age, race, educational, economic, and cultural backgrounds.

Qualifications: Master's degree from a regionally accredited college or university in education or closely-related field with a minimum of five (5) years documented management, leadership, and/or administrative supervisory experience in postsecondary education at the level of department chair, assistant/associate dean, or higher with responsibility for curriculum, instruction, and faculty is **required**. Doctorate **preferred**. Two (2) years' experience in a correctional education setting at the postsecondary level is **preferred**.

Summary: The Dean of Instruction is responsible for the administration of all instructional and instructional division support activities at J.F. Ingram State Technical College. These activities include, but are not limited to, technical instruction, adult basic education, related studies, and federal programs related to instruction. Listed below are the primary responsibilities for the position; however, other professional duties may be assigned by the President in order to meet the needs of the College.

Essential Functions:

- Administrator of all instructional and instructional division support activities,
- Serves on the President's Cabinet,
- Supervises instructional division budget development, execution, monitoring, and reporting,
- Advises the President in the development of long-range plans and evaluation relating to institutional effectiveness,
- Serves as a College liaison to key stakeholder groups, such as Department of Corrections, Bureau of Pardons and Paroles, Institutional Advisory Committee, accrediting agency, and other key stakeholder individuals and groups as identified; plans, organizes and executes meetings with key stakeholders as required,
- Supervises and monitors compliance with accreditation criteria and serves as official of record with the Council for Occupational Education (COE),
- Serves as College representative in the Alabama Community College System Instructional Officer's Association,
- An understanding of and commitment to the philosophy and mission of a community and technical college,
- A sensitivity and commitment to cultural diversity,
- Serves on committees as needed,

- Complies with any applicable guidelines, procedures, and policies set forth by the Alabama Community College System (ACCS) Board of Trustees, the Alabama Community College System, and JF Ingram State Technical College.

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the college's policies, ACCS policies, and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraisal performance, addressing complaints and resolving problems.

- Directs and coordinates activities of the Associate Dean of Instruction, as well as directors and coordinators within the instructional division,
- Supervises and evaluates all faculty and staff within the instructional division,
- Advises the President on personnel related matters within the instructional division,
- Participates in and facilitates professional growth opportunities for the instructional division faculty,
- Maintains effective communication linkages among faculty, staff, and administration,
- Develops and maintains appropriate and equitable faculty workloads,
- Determines scheduling of courses and recommends implementation of additional courses,
- Supervises the use and allocation of equipment assigned to the instructional division,
- Recommends and conducts/facilitates planning, training, and workshops to foster full involvement of instructional division faculty, staff, and administration in continuous improvement efforts,
- Conducts program and curriculum design reviews,
- Assists in conducting any longitudinal programmatic and student tracking studies needed to measure instructional division effectiveness,
- Provides/reports information related to areas of responsibility for a College-wide database including institutional offerings, student enrollment, student performance, and other areas relevant to institutional effectiveness as well as planning and evaluation,
- Develops and executes in-service training programs as needed for instructional division personnel,
- Assists instructional division supervisors in counseling employees on any problem affecting work performance,
- Coordinates with other Cabinet members as required ensuring effective operation and accountability within the Live Work program.

Salary Range: Salary will be determined by placement on appropriate Alabama Community College System-approved salary schedule. B (\$91,457 - \$126,303)

NOTE: All applicants will receive a copy of the approved job description, which will include details of duties and responsibilities.

Application Procedure: Application forms are available from the following website:

<https://istc.edu/employment/>

Important Note! Only completed application packets will be considered. If an application deadline is specified, the College must receive all material prior to the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and willing to complete additional required application material. Interviews may include a prescribed question and answer session, and may include a writing assignment, and/or a demonstration of job-related and teaching skills. All application material received will permanently become part of the College's search files and will not be returned to the applicant. A separate application packet must be submitted for each position being applied for. Questions can be sent by email to Andrea Richardson, Coordinator of Human Resources at andrea.richardson@istc.edu or call 334-290-3251.

A complete application packet consists of:

- A completed institutional application form containing the applicant's signature. (Electronic signatures are not acceptable however; photocopies of application material are acceptable).
- A **current** resume reflecting all previous work experience.
- Transcripts for all college coursework taken. Unofficial transcripts will be acceptable for review by the selection committee. However, prior to any offer of employment, official transcripts must be received by the college.

Mail to:

J.F Ingram State Technical College
Human Resources
Post Office Box 220350
Deatsville, AL 36022

Hand deliver to:

J.F. Ingram State Technical College
Human Resources
5375 Ingram Road
Deatsville, AL 36022

**All mailed application packets must be mailed to PO BOX 220350 Deatsville, AL 36022 by the specified deadline.

**DO NOT STAPLE ANY ITEMS CONTAINED IN YOUR APPLICATION MATERIAL
ALL APPLICATION MATERIAL SUBMITTED FOR CONSIDERATION OF EMPLOYMENT MUST BE
MAILED OR HAND-DELIVERED TO THE COLLEGE AT THE SPECIFIED ADDRESSES LISTED ABOVE AND
MUST CONTAIN ORIGINAL SIGNATURES, NO E-EMAILED OR FAXED APPLICATION MATERIAL WILL
BE ACCEPTED.**

Other Information: J.F. Ingram State Technical College reserves the right not to fill this position should it be determined that the best interests of the College would be so served. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for ACCS Board Policy 632.01 will be followed. I further understand that I may be responsible for the cost of said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within 3 days of hire and the determination will provide the basis for continued employment or other actions as stipulated by the E-Verify system.

J.F. Ingram State Technical College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. J.F. Ingram State Technical College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.