

# **ACCOMMODATIONS**

## ACCOMMODATIONS AVAILABLE IN THE RECRUITMENT PROCESS FOR CLARK COLLEGE

*Below is a list of some of the accommodations we can provide to persons with disabilities during the recruitment/examination process. Persons who require accommodations other than those listed are invited to contact a member of the Human Resources staff. We encourage persons with disabilities to suggest other methods of accommodation, which would be helpful.*

### **During the recruitment phase, we can:**

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- Mail or FAX application information
- Assist with completion of application
- Extend deadline for acceptance of applications
- Modify application format
- Provide application materials in LARGE PRINT
- Provide a reader or deaf interpreter

### **During the examination phase, we can:**

- Modify the examination format
  - Provide a reader or deaf interpreter
  - Assist with completion of supplemental application forms
  - Extend examination deadlines
  - Conduct interviews by telephone
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Clark College Human Resources is located at the South end of the campus in the Baird Administration Building; the building is accessible to wheelchairs through the northwest side of the main level, and the northeast side of the lower level. Parking spaces in both the front and back parking lot are reserved for disabled persons; the building is equipped with an elevator.

Information may be obtained by TTY for hearing impaired by calling (360) 992-2317.

## **APPLICATION INFORMATION & INSTRUCTIONS FOR FACULTY & ADMINISTRATIVE POSITIONS**

To be considered for faculty and administrative positions, minimum qualifications must be met and a completed, signed application and all required materials listed on positions announcements must be submitted by the closing date. Applications for positions are accepted for advertised vacancies only. Since signatures are required on certain documents, application materials may not be submitted by e-mail.

Applications are evaluated through a screening process and the most qualified candidates will be identified for interviews. The screening process normally takes from 6-8 weeks beyond the closing date.

Applicants are welcome to call to check on their status; however, everyone will be notified by mail once the process is complete.

Human Resources welcomes resumes for potential temporary openings and will keep them on file for one year after receipt.

Clark College is an Affirmative Action/Equal Opportunity employer. Protected group members are encouraged to apply. Upon request accommodations are available to persons with disabilities for the application process.

Thank you for your interest in Clark College.



# Associate Director of Instructional Operations

The Associate Director of Instructional Operations reports to the Vice President of Instruction (VPI) and is responsible for the oversight and coordination of all Career Technical Education (CTE) program faculty vocational certification, all CTE advisory committees, apprenticeship programs, and new program development in Instruction.

## **Duties and responsibilities:**

### **Program Quality**

- Coordinate and manage instructional planning /quality by ensuring consistency, timing, and completion of initiatives such as:
  - a. Advisory Committees – provide leadership, support and coordination to ensure that committees are in compliance with state and college guidelines and to maximize committee contributions toward the improvement of professional technical programs; supervise classified staff who provides all aspects of meeting support (scheduling, refreshments, set-ups, minutes, etc.).
  - b. Facilitate Workforce Advisory Committee meetings.
  - c. Licensure and Professional Development (Voc-Certificates) -In collaboration with the instructional deans, administer all aspects of the professional-technical certification requirements including certifying all CTE instructors and approving professional development plans according to the relevant WACs.

### **Budget and Operational Planning**

- Coordinate the development of the annual operational plan.
- Work with the Academic Deans and Directors to coordinate the proposal submissions for the Foundation Funds Allocation Committee.
- Work with the Academic Deans and Directors to develop a cost model for FTEs.

### **Instructional Programming**

- Develop short term, customized workforce training programs and activities that are responsive to workforce needs and economic development strategies.
- Work closely with academic deans and directors, college departments, employers and other stakeholders to prepare and submit pertinent information to SBCTC, and State Agencies, and/or Accreditation Agencies to ensure develop and implement new and innovative programs (CTE and Academic) including fast track, bridge and I-BEST. Ensure the completion of all required college, state and approval and program-specific accreditation processes.
- Oversee development and implementation of apprenticeship agreements and programs.

### **Miscellaneous Projects as Assigned**

- Lead and coordinate all aspects of Washington Award for Vocational Excellence including program promotion, information sessions, communication with potential applicants and state application evaluation.
- Train, supervise, and evaluate employees in accordance with negotiated agreements, applicable state and federal laws, and College policies and procedures.
- Serve as the designee of the VPI for certain internal and external committee responsibilities as assigned.
- Assist VPI with instructional operations as assigned.
- Provide leadership in accordance with the Mission and Vision established by the College, furthering goals and strategic initiatives.
- Create a safe, bias-free working environment, which engenders respect for differences.
- Work to achieve and support diversity objectives as established by the College.
- Perform other related duties as assigned.

## STARTING SALARY RANGE

\$58,000 - \$62,000 annually

Benefits include vacation and sick leave; medical, dental, life and long-term disability insurance; retirement; and tuition waiver.

## QUALIFICATIONS

### Minimum qualifications:

- Bachelor's degree.
- Three years of experience in operations and planning.

### Desirable qualifications:

- Master's degree.
- Experience in the Washington Community College system.
- Ability to work collaboratively within a team in order to work effectively across organizational lines;
- Demonstrated ability to work well with people from academically, culturally, and economically diverse backgrounds.

## APPLICATION PROCESS

### **REQUIRED APPLICATION MATERIALS:**

- Clark College Application for Administrative Positions
- Letter of application describing related experience and addressing the minimum and desirable qualifications as described in this brochure
- Current resume, including names of five references, including a current or most recent supervisor
- Unofficial transcript of highest degree

**Applications may be obtained via the Web site, [www.clark.edu/jobs](http://www.clark.edu/jobs) or by contacting:**

Clark College Human Resources  
1933 Fort Vancouver Way  
Vancouver, WA 98663-3598  
360-992-2105; 360-992-2317 TTY

### **Application Deadline:**

**For priority consideration, application materials should be received in Human Resources by 5 p.m., October 28, 2009.**

**Condition of Employment:** finalist(s) for this position are subject to a background check as a condition of employment.

## ***Clark College at a Glance***

Clark College is located in southwest Washington, the fastest growing region in the state. The college is the second largest single campus community college in the Washington State system and is recognized for its strong academic coursework and industry-responsive professional and technical training programs in more than 100 fields of study.

**General information:** Founded in 1933, Clark is one of 34 community and technical colleges operating under the State of Washington. Clark College serves residents of Clark, Skamania and west Klickitat counties and is accredited by the Northwest Association of Schools and Colleges, Clark's student population is over 13,000 full- and part-time students with 7,998 FTES in fall 2008. The average student age is 29 years. The Faculty consists of 188 full-time and a number of adjunct instructors and 75 administrators/ managers.

**Partnerships:** Clark collaborates with local high schools and colleges, to help provide a seamless educational path for students. The College participates in programs such as Workforce Training, WorkFirst, and the Southwest Washington Regional Displaced Homemakers Center and plays a significant role in aiding adults who must transition into the changing job market.

**Degrees and Certificates:** Associate in Arts, Associate in Science Transfer, and Associate in Applied Science. Various certificates are granted upon the recommendation of the faculty for completion of a program of specialized occupational training.

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*Clark College is an equal opportunity employer. Protected group members are strongly encouraged to apply. Clark College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities.*

Upon request, accommodations are available to persons with disabilities for the application process. Questions regarding the College's Affirmative Action Policy may be directed to the Director for Equity and Diversity, Baird Administrative Building, (360) 992-2355.



## ***Region at a Glance***

Located on the Columbia River, just 15 minutes from downtown Portland, Oregon, 90 miles from the Pacific Ocean, and one hour from the scenic Cascade mountain range, Vancouver is a diverse waterfront community with a thriving business center, abundant recreational opportunities, and historical and cultural richness. Known for its commitment to education, Vancouver and Clark County have a diverse economy and well-educated workforce. Vancouver is Washington's fourth largest city with a population of 162,400 situated in a growing Clark County with a population of 424,200.

Cultural and recreational opportunities include theater, dance, chamber music, professional sports, and historic Mt. St. Helens National Volcanic Monument. Clark County offers a high quality of life, including a mix of urban areas, parks, farmlands, and forests. Fishing, hunting, swimming, boating, camping, skiing, windsurfing, and hiking are just a few of the outdoor pursuits that flourish in the area. Living in Clark County has the benefits of a large metropolitan area, with a less crowded feel.

Residents of Clark County enjoy a reasonable cost of living. Washington has no income tax and the county offers affordable housing with the median sale price at \$250,000.

Clark County is a regional hub for transportation and commerce. Downtown Vancouver is located just 15 minutes away from the Portland International Airport. The Port of Vancouver offers a deep-draft harbor for ocean-going commerce and the area is also served by AMTRAK.

Vancouver was named among the top 100 best places to live in Money Magazine, 2005.

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*The security of all the members of the college community is of vital concern to Clark College. Information regarding crime prevention advice, the authority of the Security/Safety Department, policies concerning reporting of any crimes which may occur on the campus, and crime statistics for the most recent 4-year period may be requested from the Clark College Security/Safety Department, (360) 992-2133.*

10/31/08



**ACADEMIC EXPERIENCE** (List present or most recent experience first)

Institution	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year or <input type="checkbox"/> Present
Assigned hours per week \ % time	
Institution	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year
Assigned hours per week \ % time	
Institution	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year
Assigned hours per week \ % time	
Institution	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year
Assigned hours per week \ % time	

**EMPLOYMENT OTHER THAN ACADEMIC** (List present or most recent experience first)

Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year
	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year
	Assigned hours per week \ % time
Firm Name	Title
Street Address	Duties:
City State Zip	
Supervisor	
Supervisor's telephone	
May we contact your supervisor?	Worked from: month / year to month / year
	Assigned hours per week \ % time

Total full-time equivalent administrative, teaching or counseling experience in full contractual years. (A 9-month academic year is considered a full year for teaching and counseling.)

In the State of Washington \_\_\_\_\_ Out of State \_\_\_\_\_

List any professional licenses you have that are required or applicable to the position, including a driver's license (e.g., CPA, State Bar Association, Board Certification for Medical Professions, etc.)

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## EDUCATION

Have you graduated from high school or received a GED certificate?

Yes  No

Type of School	Name of School	Street Address, City, State, ZIP	From Mo/Yr	To Mo/Yr	Total Credits Completed*	Degree Earned	Major
College or University (Undergraduate)							
College or University (Graduate)							
Technical, business, or other school							

\*Indicate whether semester (S) or quarter (Q) credits

## CERTIFICATION

Do you hold a vocational instructor's certificate?

Yes

No

If yes:

From which state: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Issuing institution: \_\_\_\_\_

Valid to teach which subjects? \_\_\_\_\_

I certify that the information contained in the application form is true, correct and complete to the best of my knowledge. I understand that consideration of this application and the continuation of any employment gained depends upon the true and accurate representation of the facts as stated or implied in this application. In addition, I hereby authorize Clark College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give. I have read and understood the information on this application.

Signature \_\_\_\_\_

**WORKFORCE PROFILE INFORMATION**

**CLARK COLLEGE**

Clark College is required by law to report the composition of its workforce to the government. This form is required for all employees. It is optional for applicants.

Name (Last, First, Middle Initial)	Date of Birth / /	Social Security Number - -
Street Address:		Phone: ( ) - area code
City, State, Zip:		

**1. What race(s) or culture(s) do you consider yourself? (Refer to definitions on reverse)**

- African American / Black (870)
- Caucasian / White (800)

**Asian or Pacific Islander (API):**

- |  |   |
|--|---|
| <input type="checkbox"/> Chinese (605)   | <input type="checkbox"/> Vietnamese (619)                     |
| <input type="checkbox"/> Filipino (608)  | <input type="checkbox"/> Asian Indian (600)                   |
| <input type="checkbox"/> Hawaiian (653)  | <input type="checkbox"/> Japanese (611)                       |
| <input type="checkbox"/> Korean (612)    | <input type="checkbox"/> Cambodian (604)                      |
| <input type="checkbox"/> Samoan (655)    | <input type="checkbox"/> Laotian (613)                        |
| <input type="checkbox"/> Guamanian (660) | <input type="checkbox"/> Other API<br>[Please identify below] |

- American Indian (597)  
[Please identify the name of the enrolled or principal tribe below]

- Inuit (935)
- Aleut (941)
- Mexican, Mexican-American (722)
- Puerto Rican (727)
- Chicano (705)
- Cuban (709)
- Other Spanish [Print one group below, such as Colombian, Dominican, Nicaraguan, Spaniard, etc.]

- Other Race [Please indicate race or culture below]

If you are more than one race, please check "Multi-Racial" below and indicate your preference for Affirmative Action purposes.

- Multi-Racial \_\_\_\_\_

**2. Educational Level: (check one)**

- |  |  |
|--|--|
| <input type="checkbox"/> H.S. Diploma (04) | <input type="checkbox"/> Masters (09)              |
| <input type="checkbox"/> Trade Certif (05) | <input type="checkbox"/> Prof Degree, JD, MD (10)  |
| <input type="checkbox"/> Some College (06) | <input type="checkbox"/> EdD, other Doctorate (11) |
| <input type="checkbox"/> AA/AS (07)        | <input type="checkbox"/> PhD (12)                  |
| <input type="checkbox"/> BA/BS (08)        | <input type="checkbox"/> Other _____               |

**3. Are you:**  Male  Female

**4. Have you ever been on active duty in the U.S. Armed Forces?**

- No  Yes Dates: From \_\_\_\_\_ To \_\_\_\_\_
- Vietnam-era Veteran (VV)
- Disabled Veteran (Percent of disability \_\_\_\_\_%) (DV)

**5. Are you receiving military retirement payments?**

- Yes  No

**6. Do you have any physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning?**

- Yes  No

**NOTE:** If you mark "Yes", you will be identified as an individual who meets the affirmative action criteria for persons with disabilities. A detailed definition is printed on the reverse.

**7. Do you have a physical, mental, or other health condition that has lasted six (6) months and which limits the kind or amount of work you can do at a job?**

- Yes  No

**NOTE:** This question is included to maintain consistency with the federal census data. If you mark this question "Yes" and do not answer 6 as "Yes", you will not meet the definition of a person with disabilities since it states that disability must be permanent.

**8. Retirement Program Status - Confirmation of employees' current or former membership in any Washington State Retirement program is mandatory. This section must be completed.**

- I am not and never have been a member of any Washington State retirement plan.
- I am an:
  - active  inactive  retired member of:
  - TIAA/CREF
  - Washington State Teacher's Retirement System (TRS):
    - TRS 1  TRS 2  TRS 3
  - Washington State Public Employees Retirement System (PERS)
    - PERS 1  PERS 2  PERS 3

**CERTIFICATION - I attest that I have completed this form to the best of my knowledge and the information is true and correct.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Affirmative Action Definition

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**American Indian or Alaskan Native.** A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

**Asian or Pacific Islander.** A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, or Samoa.

**African-American/Black.** A person with origins in any of the Black racial groups of Africa.

**Hispanic.** A person of Mexican, Puerto Rican, Cuban, South America, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

**Caucasian/White.** A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Disabilities.** For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment; which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorder such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

**Disabled veteran.** A person entitled to disability compensation under laws administered by the U.S. Department of Veterans Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

**Vietnam-era veteran.** A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.