

Pacific Oaks College  
Pasadena, California

Position Specifications  
Dean of Academic Affairs  
June 2013

Prepared by:  
Carrie Coward  
President  
Summit Search Solutions, Inc.



[www.pacificoaks.edu](http://www.pacificoaks.edu)

## THE OPPORTUNITY

---

### Overview:

**Pacific Oaks College (POC) and the Children’s School** have played a crucial role in the development field of teacher education in general and early childhood education in particular in the United States for nearly 70 years. Founded in 1959 by a small group of Quaker families, Pacific Oaks College is dedicated to the fundamental Quaker principles of inclusion, social justice, and the valuing of every human being. The College’s faculty has developed innovative curriculums and tools that are widely used in early childhood and teacher training programs—both in the U.S. and throughout the world. Pacific Oaks is well-known for its leadership in a learning-through-play curriculum, and for the ground-breaking anti-bias curriculum that has been implemented in schools throughout the country and is often required reading in early childhood teacher training courses.

An accredited nonprofit institution by Western Association of Schools and Colleges (WASC), Pacific Oaks College offers bachelor’s degree completion, master’s, and certificate programs in early childhood education, human development, counseling, and teaching credentialing. It operates a main campus in Pasadena, CA and offers programs online and in several communities throughout California. To learn more, see [www.pacificoaks.edu](http://www.pacificoaks.edu).

Pacific Oaks College is an affiliate of TCS Education System, one of the largest nonprofit education systems of its kind in the United States. TCS Education System prepares innovative, engaged, purposeful agents of change who serve our global community. With annual revenues that exceed \$100M, other TCS-ES affiliates include The Chicago School of Professional Psychology, the Santa Barbara & Ventura Colleges of Law. TCS Education System is working to help re-vitalize and strengthen Pacific Oaks College, an institution with a rich history and unlimited potential. See [www.tcdedssystem.edu](http://www.tcdedssystem.edu).

### The College’s mission:

“Grounded in its social justice heritage, Pacific Oaks College prepares students to be culturally intelligent agents of change serving diverse communities in the fields of human development, education, and related family studies.”

**Location:** 45-55 Eureka Street, Pasadena, CA 91103-3592

**The Position:**

The **Dean of Academic Affairs** is responsible for leading and supporting the faculty and academic staff of the Pasadena Campus and all academic sites in the delivery of instruction that meets Pacific Oaks College's goals for academic excellence in tandem with the dynamic and diverse goals of the campus. The Dean is also responsible to contribute to the development of sound academic policies and processes that support the collaborative academic goals of Pacific Oaks Academic Affairs.

This position reports to the President, Pacific Oaks.

**Essential Functions:**

- Lead the strategic academic planning process for the campus by working with operations, Directors of Schools, faculty, major committees and governance groups to assure the delivery of high quality, effective academic programs that meet the campus' fiscal, operational, and quality goals.
- Assure the academic quality, integrity, and continuous improvement of campus curricular content and instructional delivery through POC's' program review processes and to assess and improve faculty performance.
- Build and maintain a climate of academic excellence, professional integrity, and intellectual rigor both inside and outside of the classroom.
- Encourage and reward the development of innovative new programming.
- Assure that academic programming and processes meet the minimum standardized structures and content establish by POC.
- Provide leadership to department chairs and faculty to fulfill campus and institutional advancement and sponsored program goals.
- Ensure program and institutional compliance with criteria for professional accreditation and state certification.
- Oversee the preparation of sound annual budgets for the academic schools and departments and assure compliance with these budgets. Allocate academic resources to best support the academic goals of the campus.
- Recruit and retain diverse and qualified faculty and staff.
- Implement faculty governance structures and establish regular communications with the leadership of Faculty Senate.
- Maintain connectivity with local and regional colleges and universities, as well as with the WASC and other professional organizations, for recruitment and relevant collaborative efforts.
- Develop and recommend major academic, student, and faculty policies to the President to assure innovation, quality, continuous improvement, and growth of POC.
- Work collaboratively with the Office of Admissions to assure the recruitment, retention, and graduation of a diverse student body.
- Support and participate in the Academic Affairs Committee of the Board of Trustees.
- Performs related work as assigned.

**Position Qualifications:**

- An earned doctorate from an accredited institution.
- Senior level experience in higher education administration with a strong record of academic leadership.
- A commitment to assessment and continuous improvement.
- A commitment to furthering the mission of POC campus and academic sites through growth with quality.
- Demonstrated success with state and professional accreditation agencies and regulators.
- Demonstrated record of advancing faculty and student diversity in higher education.
- Very strong interpersonal and relationship building skills.
- Evidence of successful decision making in a collaborative environment.
- Experience in a fast-paced, matrix organization where various parts of the organization are collectively responsible for the success of the program; ability to drive progress and hold individuals accountable for their contributions to various projects and initiatives.
- Experience in Successful leadership of full-time faculty body.

**Desired personal characteristics:**

- Leader
- Relationship builder
- Decisive, but humble
- Engager and developer of faculty
- Big picture thinker
- Innovator
- Bridge builder between faculty and administration
- Community builder
- Understanding of cultural differences
- Compassionate

**Why consider the opportunity?**

- **Growth.** Major expansion plans are under way. The college is adding additional degree programs, revitalizing six of its off-campus locations and improving its credentialing programs and considering additional new sites.
- **Reputation.** Pacific Oaks has a strong history and reputation in early childhood teacher education and human development. The mission, based on culture-centered education, is compelling.
- **Uniqueness.** Pacific Oaks has unique programming and pedagogy, offering non-traditional students a truly transformative experience.
- **Impact.** This could be a very exciting position for someone who wants to help create and develop socially responsive and innovative academic offerings in the fields of Education (including Early Childhood) and Human Development.

## PROCEDURE FOR CANDIDACY

---

Confidential review of applications will begin immediately. Click the following link to apply and submit your CV/resume:

[Apply Now](#)

Or copy and paste the following link into your browser:

<http://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=details&jobOrderID=2357621>

### For nominations or further information:

#### Stephanie Fowler

Senior Consultant

Summit Search Solutions, Inc.

Direct: 530-677-9945

[sfowler@summitsearchsolutions.com](mailto:sfowler@summitsearchsolutions.com)

#### Carrie Coward

President

Summit Search Solutions, Inc.

Direct: 828-669-3850

[ccoward@summitsearchsolutions.com](mailto:ccoward@summitsearchsolutions.com)

*The Pacific Oaks College provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status or status as a covered veteran in accordance with applicable state and local laws governing nondiscrimination in employment.*



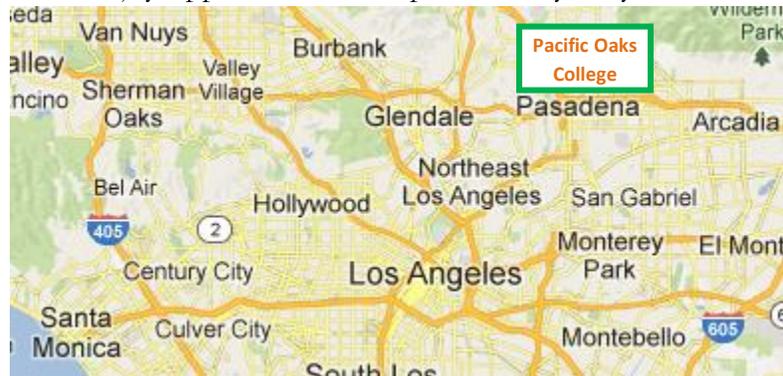
[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education, healthcare and not-for-profit communities nationwide. Summit offers organizations premier services with personalized service, impeccable process, and results that surpass client expectations. Summit employs passionate search professionals who know and believe in the organizations and talent we represent and are committed to placing the right candidate in the right job. Our focus is on CEO's; presidents; provosts; vice presidents; deans; chairs and directors of major service/academic units; as well as administration including advancement, finance, membership, , technology, and human resources. Our mission is to facilitate the placement of top talent for mission driven organizations. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including New York, North Carolina, Michigan, and California.



## PASADENA, CALIFORNIA

---

**Pasadena, California** is nestled in the breathtaking San Gabriel Valley and gives its residents access to cultural and academic riches. The word Pasadena literally means "valley" in the Ojibwa (Chippewa) Indian language. Old Pasadena is famous for its blocks of bustling boutiques, quaint cafes, bookshops, fine dining, a plethora of entertainment and recreational attractions as well as its famed Rose Bowl. Nature enthusiasts will enjoy opportunities to explore nearby canyons and the foothills of the San Gabriel Mountains. Downtown Pasadena offers world-class museums, art galleries, theater, and shopping. It is home to an educational community with such renowned institutions as Caltech, Le Cordon Bleu College of Culinary Arts, and the Art Center College of Design.



Within easy driving distance, beaches offer endless opportunities for sunning, surfing and people-watching while Los Angeles introduces visitors to the glitter of Hollywood, the glamour of Beverly Hills, and daily itineraries that include world-famous amusement parks, high-end window shopping, and vibrant nightlife. LA is also home to hundreds of schools, clinics and nonprofit organizations.

### *Interesting facts about Pasadena, CA:*

---

- Pasadena has 23 parks, totaling more than one thousand acres of parkland. About 60,000 trees line the streets of Pasadena.
- The rose (no particular variety) was adopted as Pasadena's official flower on September 22, 1961.
- Naturalized parrots are frequently seen and heard around Pasadena. One common breed is the Red-crowned parrot.
- About 1,000,000 people come to Pasadena to watch the Tournament of Roses. The Tournament of Roses annual parade of flower covered floats has been held in Pasadena since January 1, 1890.
- During the winter months of December through March, it is sunny or partly sunny 75% of the time. It has snowed twice in the city's history.

*For additional information on Pasadena, California, please click on the links to visit:*

---

[City of Pasadena, CA](#) • [Official Visitors Site](#) • [Chamber of Commerce](#) • [City-data.com/Pasadena-CA](#)