



LOS ANGELES COMMUNITY COLLEGE DISTRICT

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LOS ANGELES COMMUNITY COLLEGE DISTRICT

PROFESSIONAL OPPORTUNITIES

LOS ANGELES SOUTHWEST COLLEGE

DEAN OF SPECIAL PROGRAMS AND SERVICES

A SPECIALLY FUNDED POSITION

LAST DATE TO FILE: July 21, 2017
2017

Issue Date: June 7,

COLLEGE HISTORY

A 20-year vision became a reality for a dedicated group of residents in February 1967 when the Los Angeles Board of Education approved plans to build a community college at the corner of Western Avenue and Imperial Highway in Los Angeles. On September 11, 1967, Los Angeles Southwest College officially opened its doors with 600 students and 22 full-time faculty members. Since then Los Angeles Southwest has established itself as an educational and cultural hub of the southern part of Los Angeles and surrounding communities.

In addition to classroom instruction, students are exposed to a myriad of learning experiences to broaden their horizons, to expand their options and alternatives, to develop an appreciation for the academic work ethic, and to understand intellectual pursuits. LASC graduates are among the most successful ranging from medical professionals and professional athletes to recording artists and educators. Currently, LASC term enrollment exceeds 8,500. As the college develops new partnerships with local schools and community agencies, we continue to "Embrace the Spirit of Excellence and the Vision of Change."

The Los Angeles Southwest College District announces an opening for a **Dean of Special Programs and Services**. Interested individuals who possess the required training and experience are invited to submit applications. This position is contingent on funding from federal grants. The estimated end date of this position is June 30, 2019.

MINIMUM QUALIFICATIONS

Applicants must meet the minimum requirements as an educational administrator:

1. Possession of a master's degree, and

2. One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
3. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

PRIMARY FUNCTIONS

Under the general direction of the Vice President of Student Services, the Dean of Special Programs and Services will oversee the DSPS, EOPS/CARE, CAFYES, Guardian Scholars, Foster Youth, CalWORKS, Veterans, Equity, Upward Bound, Talent Search, TRiO Scholars and TRiO STEM Scholars departments. The Dean will also serve on key campus committees.

RESPONSIBILITIES

1. Leads, plans, supervise, coordinate, and evaluate all programs and services in the division for effectiveness and efficiency.
2. Supervises classified staff and faculty who are assigned to the various programs and services.
3. Manages the budgets for all programs and prepares annual reports as required.
4. Coordinates the resources for all programs to maximize resources for students served on and off campus.
5. Interprets, articulates, implements and monitors compliance with federal and state requirements, Board Rules, District Administrative Regulations, Personnel Guides and various contracts.
6. Will develop interventions to ensure the persistence, graduation, and transfer of all program participants.
7. Evaluates the performance of each grant related program and develops corrective actions when needed.
8. Collaborates with all divisional program staff to develop and evaluate Annual Program Review and Student Learning Outcomes.
9. Prepares grant applications for continued funding and seeks additional grant opportunities to help support student success among TRIO eligible participants.
10. Will represent Student Services on a variety of committees and subcommittees.
11. Provides information and makes presentations to students, staff and other educational institutions and the general public to inform and publicize the services available through all division programs.
12. Attend trainings, professional development, and regional meetings for all areas and programs.
13. Serves as a campus evening and/or Saturday administrator on a rotating schedule.
14. Perform other duties as assigned within the scope of the position.

DESIRABLE QUALIFICATIONS

1. Two years of increasingly responsible administrative experience in Student Services, preferably at a California community college.
2. Knowledge of the requirements for the implementation of State funded categorical programs and Federal TRIO programs.

3. Demonstrated experience interpreting, articulating and implementing a variety of regulations.
 4. Experience in supervising and evaluating staff.
 5. Knowledge of persistence and retention strategies for first-generation and low-income students.
 6. Knowledge of the transfer process.
 7. Knowledge of the experiences and challenges faced by community college students in an urban setting.
 8. Personal characteristics necessary for working with students, employees, and the public in an administrative capacity.
 9. Demonstrated ability in writing and obtaining grants.
 10. Knowledge of budget development, implementation and management.
 11. Experience in submitting annual performance reports and monitoring program performance.
 12. Ability to work in a timely and effective manner with faculty, staff and administration.
1. Ability to communicate effectively both orally and in writing and demonstrated ability to produce significant reports/documents.
Computer literate.

COMPENSATION

The current salary range is **\$124,905** to **\$146,660** annually. The selected candidate will be allocated within the salary range according to previous salary. Fringe benefits include 15.5 paid holidays annually, 15-24 days paid vacation annually depending on length of District service, medical/hospital, dental and vision care plans and a **\$50,000** group life insurance policy.

FILING AN APPLICATION

Applicants will be required to file the application electronically by using web based software which allows applicants to create an account, upload all required documents as attachments and save their application for future use.

Applicants must submit the following:

- A detailed letter of interest addressing how the candidate meets the minimum and desired qualifications for the position;
- A current resume or Curriculum Vitae;
- Copies of transcripts from accredited institutions with evidence of degrees awarded (official transcripts are required for applicants invited to interview). For applicants with foreign transcripts, documentation from an approved foreign transcript evaluator is required. You can obtain a listing of approved foreign evaluation agencies at the **California Committee on Teacher Credentialing**;
- Three professional references including the name, position, title, contact information and relationship to the applicant.

The completed application packet must be submitted no later than **July 21, 2017** to be considered. All materials submitted become the property of the Los Angeles Community College District. Employment is contingent upon verification of qualifications. Immediate filing is recommended. Position is contingent upon available funding. Los Angeles Southwest College reserves the right to modify and/or withdraw this position at any time.

Notification regarding the advancement in the selection process will be provided to each applicant.

Please go to <https://laccd.csod.com/ats/careersite/search.aspx?site=6&c=laccd> to file the application packet.

For additional information about this position please contact Dr. Howard Irvin, Vice President, Los Angeles Southwest College at (323) 241-5298 or by e-mail at IrvinHJ@lasc.edu.

Americans with Disabilities Act: Individuals protected by the Americans with Disabilities Act (ADA) may request an accommodation in the selection/interview process with at least three business day's prior notice. Documentation of the need for accommodation may be requested.

Equal Employment Policy: The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified candidates for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices including recruitment, hiring, placement, upgrading, transfer, demotion, and treatment during employment, rate of pay or other forms of compensation, selection for training, layoff or termination. A vigorous equal employment opportunity program will be maintained to ensure a diverse work force and to achieve expected representation of qualified members of under-represented groups through the implementation of specific result-oriented plans and procedures (Board Rule 101301).

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