POSITION TITLE
Dean of Distance Learning and Instructional Technology

EMPLOYMENT STATUS
Full-time Administrative

APPLICATION DEADLINE
May 11, 2009

West Los Angeles College, founded in 1969, is part of the California Community College system. We are located in the hills of Culver City on 70 beautiful acres with views of Marina del Rey, West LA and Century City. The park-like setting and small class sizes give the campus a private school atmosphere.

DEGREE & CERTIFICATE PROGRAMS
West offers over 65 Associate degree and certificate programs. Offerings include university transfer courses and career training in high-paying occupations including dental hygiene, paralegal, nursing, aviation technology, computer science, real estate and more.

HERE TO HELP
West is committed to student success. We offer a variety of support services to help students reach their goals including educational counseling, a university transfer center, and financial aid. EOP&S, TRIO and CARE are just a few programs to help low income and non-traditional students reach their goals. The Disabled Student Programs and Services (DSPS) office offers assistance to students with learning and physical disabilities.

ACTIVITIES & ATHLETICS
In addition to an outstanding education, West students enjoy fun and enriching activities including cultural, social and academic clubs and student government as well as an active athletics programs with competitive teams for both men and women.

9000 Overland Avenue
Culver City, CA 90230
(310) 287-4500
www.wlac.edu

DESCRIPTION OF POSITION
The Los Angeles Community College District announces an opening for a full-time Dean of Distance Learning and Instructional Technology at West Los Angeles College. Eligibility is limited to full-time academic employees of the Los Angeles Community College District. The Dean will be responsible for developing new online instructional and student services programs to meet the needs of current and new students. The successful applicant will be responsible for the College’s overall Online Program, including Internet-based online courses, hybrid courses, and courses that use the Internet as a supplement to their classroom-based instruction. Instructional design and program development include ADX Studio to support Internet applications and maintenance of Etudes. Responsibility includes developing online support for on-campus and online international students, U.S. military communities, veterans, the Los Angeles Police Department, and others as identified. This position is funded by specially funded grants and is subject to continuous SFP funding.

The Dean will work in the College’s Academic Affairs Division and in coordination with the District’s Vice Chancellor of Workforce and Economic Development’s Career and Technical Education Collaborative with Los Angeles Harbor College, Los Angeles Southwest College, and West Los Angeles College.

The Dean will be responsible for providing leadership and support at the College as a member of the College’s Revenue Enhancement Team with the goal of increasing revenue to the College.

This position has been identified as part of the College’s Academic Affairs Revenue Enhancement Initiative. It has been developed to respond to funding opportunities stemming from the Department of Education’s Title XIV State Fiscal Stabilization Fund and the American Recovery and Reinvestment Plan. It is specially funded and subject to continuous grant funding.

JOB RESPONSIBILITIES

Development:
• Develop fee-based contract education and student services in areas such as Westside Extension, degree and certificate programs for the Los Angeles County Department of Health and the Los Angeles Police Department.
• Create International Student fee-based programs of instruction in conjunction with the Director of International Education.
• Plan and implement degree/certificate programs and student support services for the College’s on-campus and online International Students Programs and fee-based specialized instruction and services for public and private employees.
• Develop the College’s Veterans Online Program of degrees and student services for the Post 9/11 GI Bill and the Montgomery GI Bill in association with the Department of Defense and the United States Department of Veterans Affairs.

Direction:
• Direct West’s Online Programs: Internet-based online courses using Etudes, ADX Studio, and student support services. Includes training, course and services development, technical support, instructional design, and problem resolution.
• Support the Library and Learning Support Services Division and the College’s Student Services Division including the Digital Library, online student support services, student program advising, library services, and tutoring.
JOB RESPONSIBILITIES (cont’d)

- Supervise a staff of classified and academic personnel; integrate online and in-person services; cross-train all staff for online and in-person responsibilities.
- Participate in the development of new grants and funding sources.

Coordination:
- Coordinate with staff across the College’s three divisions of Academic Affairs, Administrative Services, and Student Services for Online planning and programming in the Schedule of Classes, College Catalogue, and College website, including web-based services and Internet outreach and marketing.
- Collaborate with the Academic Senate, AFT, Information Technology, Divisional Council, International Students Program, Counseling, and others. Develop online programs to serve on campus and online international students.
- Attend meetings and provide leadership for distributive education and support services at the District, State, and Federal levels.

Accountability:
- Gather and report data from the California Community College Chancellor’s Office, Accrediting Commission for Community and Junior Colleges, the California Postsecondary Education Commission, Peterson’s Distance Education Report, Servicemen’s Opportunity College, American Council on Education, and others.

Leadership:
- Provide leadership and vision to develop new programs and to strengthen and implement a variety of new programs and services using technology, mediated delivery, and Internet.
- Support faculty in their innovations in using technology.
- Provide leadership and oversight of learning support services, distance education programs, new media and technology, program review, strategic planning, and budgeting.
- Serve as a resource to the Vice President of Academic Affairs on issues pertaining to the Dean’s areas of responsibility.
- Prepare and disseminate the annual Online and Instructional Technology report.
- Attend and participate in local, regional, state, and national professional development opportunities.

Perform other related duties as assigned within the scope of this assignment.

MINIMUM DEGREE QUALIFICATIONS

All degrees must be from U.S. Department of Education recognized accredited institutions.*

- A Master’s degree or the equivalent AND
- One year of formal training, internship, or leadership experience reasonably related to this assignment.

NOTE: Applicants who do not possess the minimum qualifications as stated above are required to complete the Equivalency Qualifications Form that is available from the Los Angeles Community College District.

- Eligibility is limited to full-time academic employees of the Los Angeles Community College District.

*Candidates who have earned degrees from foreign institutions are required to submit both official translations and evaluations of their transcripts that have been prepared by a certified U.S. credential review service in order for the application to be considered.

DESIRABLE QUALIFICATIONS

- Experience at the community college level with distance education, Internet-based instruction and learning support services, curriculum development, faculty and staff training, library and student support services.
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, language, disability, and ethnic backgrounds of community college students.
- Demonstrated ability to effectively collaborate with faculty, staff and administration.
- Ability to develop additional revenue to the College.
- Able to work independently, take initiative, and follow through.
- Experience working with grants, grant development, and accountability.

DESIRABLE QUALIFICATIONS (cont’d)

- Ability to evaluate, prioritize, and implement multiple assignments in a timely manner.
- Ability to communicate effectively orally and in writing.
• Two years of Online/Internet experience at the community college level or its equivalent.
• Experience with program review and new program development using Internet and distance education technology.

SALARY AND BENEFITS: $108,873 - $139,762 annually
The selected candidate will be rated into the salary schedule after hiring based upon education, appropriate experience, and previous salary. Benefits include 15.5 paid holidays annually, 15-24 days paid vacation days annually depending on length of District service, medical/hospital, dental and vision care plans and a $50,000 group life insurance policy.

APPLICATION PROCEDURE:
For consideration in the selection process, all interested persons must submit a letter of intent and a resume outlining education and experience relevant to this position. The application materials must be received in one packet in the office of Academic Affairs, Affairs, no later than 4:00pm on Monday, May 11, 2009. Applications should be mailed to:

Robert Sprague
Vice President, Academic Affairs
West Los Angeles College
9000 Overland Avenue
Culver City, CA 90230

Applications and related materials (e.g., reference letters, transcripts) submitted electronically or via fax will not be considered.

West Los Angeles College is an Equal Opportunity Employer