POSITION TITLE
Dean of Academic Affairs (Career and Technical Education) - Acting

EMPLOYMENT STATUS
Full-time Administrative

APPLICATION DEADLINE
May 22, 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.

DESCRIPTION OF POSITION
The Los Angeles Community College District announces an opening for a full-time Acting Dean of Academic Affairs (Career and Technical Education) 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 providing leadership and support at the College as a member of the College’s Academic Affairs Division, as well as at the District level in coordination with the 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. This position is specially funded and is subject to continuous grant funding.

At the College level: The Dean will develop new sources of revenue through grants, programs for giving, donations, and gifts. The successful applicant will provide leadership and direction for development of new funding and new programs, and for support to the faculty and staff in all of the disciplines that make up Career and Technical Education, the assigned specially funded programs, student support programs, and other related activities. The Dean will also implement a $2.5 million grant for the Motion Picture and Television Production Technology (a fee-based instructional program) and develop additional funding sources to support its further expansion.

At the District level: The Dean will develop and direct the implementation of grants, awards, programs and fee-based programs in coordination with the Vice Chancellor of Workforce and Economic Development. The successful applicant will support the implementation of the Career and Technical Education Collaborative under the Vice Chancellor’s leadership in consortium with Los Angeles Harbor College and Los Angeles Southwest 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
- Supervise five academic divisions: Business Division; Communication, Entertainment and Media Arts Division (CEMA); Computer Science and CAOT Division; Allied Health Division; and Aviation Maintenance Technology/Hospitality/Travel Division.
- May direct special programs and projects: Westside Extension, Emeritus, The Free College, Learning Excellence/Advanced Placement (LEAP), TRIO’s, TITLE Vs. and CCRAs.
- Supervise the instructional disciplines and faculty and staff assigned to Career and Technical Education while maintaining adherence to Education Code, Title 5, AB1725, district, state, and federal regulations including VTEA:

JOB RESPONSIBILITIES (cont’d)

2. Review and evaluate ongoing programs, and develop new programs including International Students Career and Technical Education Programs, 2+2+2 programs in career and technical education for high school transition and for transfer to four-year institutions, Associate Degree in Fine Arts: Theater, Cinema, Television, Media and Graphics.

3. Assist with the development of community partnerships related to existing and new CTE programs.

4. Create new training and career and technical education programs that provide opportunities for increasing revenue to the College.

   - Provide leadership and vision to strengthen and implement a variety of new and existing career, technical and transfer programs leading to certificates and associate degrees. Provide oversight of program review, program viability and the accreditation process.
   - Participate in and support grants and new grant development: Upward Bound 1 & 2, Student Support Services, CalWORKS, ETP, Talent Search, Educational Opportunity Center, Title V Strengthening Institutions and Title V Cooperatives, Department of Labor, Cinema and Television Production Technology, Earmarks for Prop House Management and IATSE Retraining, Expanding Technical Education Opportunities, Perkins IV (VTEA), Tech Prep; direct the process of distribution of Perkins (VTEA) funds and manage all required district, state, and federal requirements. Identify and develop new fundraising opportunities, grants, and assets. Development of grants is continuous.
   - Serve as a resource to the College on issues pertaining to the Dean’s areas of responsibility.
   - Perform other related duties as assigned within the scope of this assignment, including some evening and weekend administrative coverage.
   - Prepare and disseminate the annual report on Career and Technical Education.

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 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.

DESI RABLE QUALIFICATIONS

- Two years formal training, internship, or leadership experience reasonably related to this assignment.
- Experience with successful grant development, grant implementation, and grant management experience. Readiness to maintain continuous grant development.
- A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, language, disability, and ethnic backgrounds of West's community college students and its communities.
- Demonstrated ability to effectively collaborate with faculty, staff, and administration.
- Able to work independently and to take initiative.
- Ability to evaluate, prioritize, and implement multiple assignments in a timely manner.
- Ability to communicate effectively orally and in writing.
- Two years of Technical or Career Education teaching experience at the community college level or its equivalent.
- Experience with new program development and program review.
- Previous work experience in business, labor, or vocationally related career fields.

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, no later than 4:00pm on Friday, May 22, 2009. Application materials should be mailed to:

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

Application materials submitted electronically or via fax will not be considered.

West Los Angeles College is an Equal Opportunity Employer