POSITION TITLE
Dean of General Education and Transfer Studies

EMPLOYMENT STATUS
Full-time Administrative

APPLICATION DEADLINE
August 1, 2007

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 Dean of General Education and Transfer Studies in the Division of Academic Affairs at West Los Angeles College. Interested individuals who possess the required training and experience are invited to submit applications.

The Dean of General Education and Transfer Studies reports directly to the Vice President of Academic Affairs and is responsible for the supervision of the department chairs and for the development and management of the general education and student transfer programs for the college. The Dean will be responsible for working closely and effectively with department chairs, faculty and administration to offer programs of excellence in general education and the academic majors in order to increase the number of students who transfer to four-year institutions. This is a newly created position that supports our recently revised Educational Master Plan. The successful applicant will be expected to begin work as soon as possible after selection.

JOB RESPONSIBILITIES
• Services as the Dean responsible for supervising the Chairs and Directors in Behavioral and Social Sciences: Communication, Entertainment and Media Arts, Language Arts (English and Speech); Humanities and Fine Arts; Library and Learning Resources; Mathematics; Science; Accelerated College Transfer (ACT), Distance Learning, and the Transfer Honors Program.
• Evaluates all chairs and supervises the chairs in the evaluation of faculty.
• Directly responsible for enrollment management, curriculum development, academic program review, class scheduling, managing of budgets and assigned staff, hourly rate assignments, and contract compliance.
• Supervises and fosters the development of new programs and improvements in existing programs based on program reviews.
• Supervises and assists the chairs and the faculty with the identification and achievement of student learning outcomes (SLO’s)
• Interprets, articulates, implements and monitors compliance with the Education Code, Title 5, Board Rules, District Administrative Regulations, and Personnel Guide.
• Serves as Certified Personnel Officer for the academic areas supervised.
• Supervises and monitors the selection process for all new faculty hires (certificated personnel).
• Monitors and evaluation process for certificated and classified employees.
• Maintains records for certificated staff, including position control and minimum qualification records.
• Assists division chairs in supervision of classified staff
• Serves as an administrative liaison with divisions in facilitating effective facilities utilization.
• Serves as a resource person to the Vice President of Academic Affairs on issues pertaining to the Dean’s area of responsibility.
• Serves as the administrator in charge of Transfer Honors Program.
• Coordinates with other senior staff members in areas of facility planning, program growth and development and program evaluations.
• Provides the leadership for the preparation, monitoring and accounting for all budgetary matters in area of responsibility
• Performs other duties as assigned by the VPAA within the scope of the division.

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

• A California credential authorizing administrative service at the community college level OR
• A Master's degree in one of the academic disciplines of the general education program (from an accredited college or university) **AND**

• One year of full-time formal training, internship, or leadership experience reasonably related to the administrative assignment.

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

*Degrees in Progress: Degrees to be conferred on or before July 1, 2008, may be considered, provided that the applicant also submits (1) a current academic transcript, (2) a photocopy of the degree requirement from the institution’s catalog, and (3) verification of current enrollment and course schedule.

**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.

**OTHER DESIRABLE QUALIFICATIONS**

• Doctoral degree.

• Specific academic management experience in the fields of math, science or other general education discipline.

• Specific academic management experience in curriculum development and in creating successful transfer programs.

• Three years of successful full-time experience as an administrator (associate dean or higher) in accredited institutions of higher education, preferably a community college.

• Successful full-time teaching experience as a faculty member in accredited institutions of higher education.

• Excellent communication skills and experience in working with a population (faculty, staff and students) of diverse ethnic, linguistic, and socioeconomic backgrounds.

• Demonstrated ability to work collegially with faculty in an environment of participatory decision-making.

• Knowledge of and/or experience in administering/supervising Title V Programs and Americans with Disability Act.

• Familiarity with computer applications in administration.
**SALARY RANGE:** $94,560 - $132,713 annually

The selected candidate will be allocated within the salary schedule according to 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.

**SELECTION PROCEDURE:**

All applicants must submit a detailed letter of intent (preferably three pages or less) which addresses the responsibilities and desirable qualifications as detailed in this announcement, a LACCD Application for Administrative Position (can be obtained at [http://www.laccd.edu/district_resources/employment.htm](http://www.laccd.edu/district_resources/employment.htm), a current resume and the names, addresses and phone numbers of at least three references. Materials should be received not later than 4:30 p.m. on Friday, August 17, 2007. If selected, additional documentation such as official transcripts will be required. Please email all documents to: montourm@wlac.edu, c/o Office of the President.

**APPLICATION PROCESS:**

All applicants must submit the following:

- A completed Los Angeles Community College District (LACCD) application for faculty position. Obtain application form and application instructions from: [http://www.laccd.edu](http://www.laccd.edu) > Jobs with the District > Academic Job Openings > Job Title > View Full Job Description

- A letter of interest that specifically addresses the duties, responsibilities, and qualifications for the position as well as professional development activities, and current educational goals and interests.

- A current resume or curriculum vitae detailing educational and professional experience.

- A list of a minimum of three professional references including names, title, addresses, telephone numbers, and e-mail addresses of individuals who can attest to your qualifications for the position.

- Legible copies of unofficial transcripts for bachelor’s master’s, and/or advanced degrees and any other post-secondary coursework completed that may be considered for equivalence for minimum degree requirements. If applicant is selected for an interview, official transcripts will be required at the time of interview.

- All application materials must be received by 4:00 pm on Monday, June 23, 2008. Please send materials to:

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

For additional information regarding this position, please contact the Office of Academic Affairs at (310) 287.4398.

West Los Angeles College is an Equal Opportunity Employer