

# Dean of Academic Affairs

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## Posting Details

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<b>Internal/Open to Public</b>	Open to public
<b>Posting Open Date</b>	03/11/2014
<b>Posting Close Date</b>	05/07/2014
<b>Open Until Filled</b>	No

### Special Instructions for this Posting

<b>Contact Name</b>	Dorothy Mundt
<b>Contact Phone</b>	818-364-7635
<b>Contact Email</b>	hiring-aa@lamission.edu

### Position Information

<b>Position Title</b>	Dean of Academic Affairs
<b>Working Title (<i>Discipline</i>)</b>	Dean of Academic Affairs
<b>Status</b>	Regular
<b>College Location</b>	Mission

### Position Summary Information

#### Introduction

The Los Angeles Community College District announces an opening for a Dean of Academic Affairs at Los Angeles Mission College, a two-year community college that serves more than 11,000 students from diverse socio-economic backgrounds. Founded in 1975, Mission College is located in Sylmar and has strong historical ties to the neighboring communities of San Fernando, Pacoima, Mission Hills, North Hills, Panorama City and Granada Hills. In recent years, the institution's enrollment base has expanded to include many of the communities throughout the greater San Fernando Valley, as well as Canyon Country and Santa Clarita. The College provides excellent transfer, basic skills, transitional, and career technical education programs. Committed to student success, Los Angeles Mission College works closely with local secondary institutions to assist high school students in their transition to higher education and maintains strong ties to the business community by providing highly-respected job training programs that directly meet the workforce needs of local and regional employers.

#### Job Description

The Los Angeles Community College District announces an opening for a Dean of Academic Affairs at Los Angeles Mission College. Student-focused, motivated, and dynamic individuals who possess the required training, work experience, and commitment to the community college mission are invited to

submit applications. This position reports to the Vice President of Academic Affairs with opening effective Summer 2014.

**Minimum Qualifications**

- A Master's degree from an accredited college or university.
- Completion of one year of full-time formal training, internship or leadership experience reasonably related to the administrative assignment.
- Sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**Eligibility**

A medical certificate indicating fitness to engage in administrative work is required for new employees at the applicant's expense prior to employment.

**Duties and Responsibilities**

1. Serves as area Dean responsible for various academic departments and support services.
2. Works cooperatively with department chairs with respect to program review and planning, curriculum development, scheduling, enrollment management, hourly rate assignments, hiring, evaluation, and contract compliance.
3. Interprets, articulates, implements and monitors compliance with the Education Code, Title 5 Board Rules, District Administrative Regulations, Personnel Guides, and collective bargaining agreements in a fair and consistent manner.
4. Represents Academic Affairs on a variety of committees and subcommittees under the college's shared governance structure.
5. Serves as a resource to the Vice President of Academic Affairs on issues pertaining to the Dean's areas of responsibility.
6. Articulates and champions the department, division and college's shared mission, vision, and values to students, faculty, staff, industry partners, associations, and other external stakeholders.
7. Oversees departmental program review processes.
8. Seeks out and identifies opportunities to develop and offer new/revitalized programs, services, and activities having the potential to generate internal and external resources for assigned programs.
9. Serves as the Curriculum Dean by facilitating curriculum development by department chairs, oversees the college's "technical review" of curricular proposals, serves on the college's and the District's curriculum committees, and oversees the college's compliance with the curricular provisions of Title 5 Board Rules, and other appropriate regulations and policies.
10. Serves as the Dean responsible for overseeing catalog and class schedule production.
11. Serves as the evening administrator, as required.
12. Supervises the personnel functions for the academic areas in his/her charge. Responsible for:
  - Supervising and monitoring the selection process for all certificated personnel.
  - Monitoring and enforcing the evaluation process.
  - Monitoring compliance with the contract and ensuring that chairs and the Academic Affairs Office comply with all elements of the contract.
  - Ensuring department chairs in charge of classified staff members understand their supervisory responsibilities.
13. Performs other duties as assigned within the scope of the position.

**Desired Qualifications**

1. Demonstrated leadership experience in interpreting, articulating and implementing programs.

2. Demonstrated experience in interpreting, articulating and implementing a variety of regulations, policies and procedures.
3. Knowledge and experience in curriculum development, scheduling, FTE management, and compliance with regulations and contractual requirements.
4. Demonstrated experience in successful grant writing.
5. Sensitivity to changing student populations, ethnic and cultural diversity within those populations and the academic programs necessary to serve those students.
6. Knowledge of the requirements for the implementation of California's Matriculation program.
7. Ability to work effectively with faculty, staff and administrators.
8. Knowledge of the management information needs of effective instructional programs and uses of various computer resources to meet those needs.
9. General knowledge of budget development, implementation, and management.
10. Personal characteristics necessary for working with students, employees, and the public in an administrative capacity, including wholesome personality, stability, good judgment, tact, team spirit, and ability to cooperate with co-workers.
11. Experience in working with academic departments.
12. Ability to communicate effectively both orally and in writing and demonstrated ability to produce significant reports/documents.
13. A minimum of one year of Community College teaching experience.

#### **Salary and Benefits**

The selected candidate will be allocated within the salary range according to previous salary. Annual salary in the District ranges from \$112,139-\$143,955. An additional doctoral stipend of \$3992 per academic year is available for applicants possessing a doctorate degree from an accredited institution. Benefits include medical, dental, vision for employees and eligible dependents, term life insurance, and (State Teachers Retirement System) retirement program.

#### **Application and Evaluation Process**

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
- Three professional references including the name, position, title, contact information and relationship to the applicant applicants invited to interview)
- A one-page response to the following question:  
Please describe your understanding of and commitment to diversity and how diversity contributes to learning communities. What can you contribute to a diverse learning community, and what insights have you gained as a result of your personal experiences?

The completed application packet must be submitted no later than Wednesday, May 7, 2014 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

Mission 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.

For additional information about this position please call Dorothy Mundt, Academic Affairs at (818) 364-7635 or by e-mail: [Hiring Department](#)

#### **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 days' prior notice. Documentation of the need for accommodation may be requested. For more information, please visit [www.laccd.edu/ada](http://www.laccd.edu/ada)

#### **Equal Employment Opportunity (EEO)**

It is the policy of the LACCD to provide an educational, employment and business environment free from all forms of discrimination on the basis of race, color, national origin, Ethnic Group Identification, ancestry, religion, creed, sex or gender (including sexual harassment), pregnancy, marital status, medical condition (cancer-related), sexual orientation, age, physical or mental disability, perceived to be in a protected category or associated with those in protected category and veteran status

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## **Posting Specific Questions**

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Required fields are indicated with an asterisk (\*).

1. \*A one-page response to the following question: Please describe your understanding of and commitment to diversity and how diversity contributes to learning communities. What can you contribute to a diverse learning community, and what insights have you gained as a result of your personal experiences?

(Open Ended Question)

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## **Applicant Documents**

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#### Required Documents

1. Letter of Interest
2. Resume
3. Copies of Transcripts - UPLOAD AS ONE FILE (Official transcripts must be provided by candidates if invited to interview)
4. List of References

#### Optional Documents

1. Copies of Transcripts 2 (Official transcripts must be provided by candidates if invited to interview)
2. Copies of Transcripts 3 (Official transcripts must be provided by candidates if invited to interview)
3. Copies of Transcripts 4 (Official transcripts must be provided by candidates if invited to interview)
4. Copies of Transcripts 5 (Official transcripts must be provided by candidates if invited to interview)
5. Additional Documents 1 (Use to upload individual transcripts or letters of reference)