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LOS ANGELES COMMUNITY COLLEGE DISTRICT

PROFESSIONAL OPPORTUNITIES

EAST LOS ANGELES COLLEGE

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

ASSOCIATE DEAN, STRONG WORKFORCE

DEADLINE DATE TO FILE: [July 14, 2017](#)

The Los Angeles Community College District announces an opening for an Associate Dean of Strong Workforce Program at East Los Angeles Community College (ELAC). The Associate Dean will report to the Vice President of Continuing Education and Workforce Development. Interested individuals who possess the required training and experience are invited to submit applications. East Los Angeles College (ELAC), with an enrollment of approximately 28,000, is the largest of the nine colleges in the Los Angeles Community College District, and is located in the Los Angeles suburb of Monterey Park in the San Gabriel Valley. ELAC is dedicated to providing the highest quality transfer and workforce education courses, along with superior adult education, basic skills, and community service programs. We serve a culturally diverse community in a dynamic urban setting with the purpose of supporting students in achieving associate of arts degrees, general education, skill/certificates, and/or personal development. The college seeks to fulfill the potential of each student through innovative teaching methods, the latest in educational technology, and committed support services. Student-focused, motivated, innovative and dynamic individuals who possess the required training, work experience and commitment to the community college mission and values are invited to submit applications.

POSITION DESCRIPTION:

The Associate Dean of Strong Workforce is responsible for leadership, direction, coordination, general supervision, and evaluation of Strong Workforce Initiatives. The Associate Dean provides leadership for planning, development, coordination, supervision, and evaluation of all services, including faculty supervision, program implementation and evaluation, and budget oversight. The Associate Dean will be responsible for the development and evaluation of student learning outcomes in assigned areas of responsibility. The Associate Dean will assist in fostering a culture of student completion and evaluation supporting accreditation planning of the college. The Associate Dean shall be able to develop, implement, and widely promote industry-informed career pathways that prepare students for jobs available within the local and regional labor market. The Associate Dean shall be able to foster familiar workforce metrics for all state funded CTE programs and expand the definition of student success to better demonstrate the ample variety of CTE outcomes of students.

The Associate Dean shall create strong relationships between the college, business and industry representatives, labor and other regional workforce development partners to coordinate strong workforce programs with regional and industry needs; create a constant public outreach campaign to industry, high school students, and the whole community to advocate for career development and show the importance of career technical education. The Associate Dean shall be able to increase the quantity of CTE students as well as improve the quality of CTE programs. As a member of the college administrative team, the Associate Dean shall work well with and demonstrate sensitivity toward persons at all levels of the college.

MINIMUM QUALIFICATIONS:

Applicants **must** meet minimum requirements as an administrator either by:

1. By a **Master's** degree (from an accredited college or university) and completion of one year of full-time formal training, internship or leadership experience reasonably related to the administrative assignment.

2. A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

GENERAL REQUIREMENT:

This position may require non-traditional work schedule (including evenings and weekends) and local, state and national travel.

PREFERRED QUALIFICATIONS:

In addition, the following qualifications are preferable:

- Experience working in the career technical education and workforce development area at a community college.
- Working knowledge of and experience with Strong Workforce Implementation Guidelines, as well as various CTE programs.
- Experience in and knowledge of budget development and management, including appropriate methods of monitoring and evaluating categorical or specially funded programs.
- Excellent communication skills and experience in working with a population (faculty, staff, and students) of diverse ethnic, linguistic, and socioeconomic backgrounds.
- Knowledge of the management information needs of an effective instructional program and uses of various computer resources to meet those needs.
- Experience in community college budgeting.
- Strong writing, oral and research skills, with experience in leading presentations and workshops.
- Experience in and knowledge of budget development and management, including appropriate methods of monitoring and evaluating categorical or specially funded programs.

DUTIES AND RESPONSIBILITIES:

- Serve as a member of the continuing education and workforce development team; assist the Dean/Vice President in developing and maintaining effective programs, and complying with applicable federal, state, and local rules and regulations.
- Administer all components of the Strong Workforce program.
- Hire, supervise, and assist in evaluation of Strong Workforce Program faculty.
- Ensure comprehensive educational planning, advisement, and guidance is provided to Strong Workforce Program.
- Provide general supervision for the planning, implementation, coordination and evaluation of the services and activities of assigned areas.
- Interpret, articulate, implement and ensure adherence to all applicable college, district, and state requirements pertaining to the state funded programs assigned.
- Identify Student Learning Outcomes and ensure positive outcomes of program review and accreditation.
- Manage the assigned program budgets; authorize all expenditures, assume responsibility for appropriate utilization of funds, and establish a procedure for timely process and approval of expenditures, monitor detailed time payroll, manage the budget allocated for activities ensuring all established project fiscal policies are followed, and provide monthly budget summaries and assure compliance with district negotiated agreements.
- Oversee preparation and submission of required fiscal and annual program plans and reports to the California Community College Chancellor's Office and supervise the collation and analysis of data to evaluate progress and achievement of goals and objectives.
- Assume leadership of, or serve on, shared governance committees and task forces as required, and represent unit assigned and/or college and/or district at meetings of the community, other educational institutions, and agencies as required. Provide information to shared governance committees that include, but not limited to Academic Senate, Department Chairs, Program Review, Accreditation, etc.
- Supervise and evaluate assigned academic, classified and management personnel.
- Collaborate with Student Services Division to ensure program outcomes.
- Other related duties as assigned.

SALARY and BENEFITS:

This is a full-time position with salary and benefits. The annual salary range is **\$115,508 - \$135,626**. The selected candidate will be allocated within the salary range according to previous salary. Employee benefits include 15.5 paid holidays annually, 15-24 paid vacation annual depending on length of District service, medical/hospital, dental and vision care plans and a \$50,000 group life insurance policy.

APPLICATION PROCEDURE:

Applicants **will be** required to file the application using the LACCD web-based software/portal to create an applicant profile account, allowing documents to be saved and uploaded as attachments. Please go to <https://laccd.csod.com/ats/careersite/search.aspx?site=6&c=laccd> to apply for this position. Application materials **are not** accepted by faxes, walk-ins, postal mail and e-mail. A complete online application and related materials must be submitted by the application deadline. In order for your application to be completed successfully, please read the job announcement and upload **all** the required materials. You need to edit your application and documents you uploaded before you submit them to the system. You **will not** be allowed to change your application

information after you have applied for this position. Make sure the documents you uploading are not bigger than 5 MB; if they are you will need to reduce documents size.

The completed application package must be submitted by **July 14, 2017** to be considered.

After review of application materials by the selection committee, candidates **will be** contacted only if selected for interviews. For consideration in the selection process, all interested persons **must** submit the following:

1. Letter of Interest that addresses the responsibilities and desirable qualifications as detailed in this announcement;
2. A current resume;
3. Contact information for three professional references (name, title, address, email and telephone numbers) of individuals who can assess the candidate's qualifications for the position;
4. Copies of transcripts (official transcripts are required for all candidates invited to the final interview). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries. For a list of approved foreign transcript evaluation agencies, please go to the Commission on Teacher Credentialing: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>;

Employment is contingent upon verification of qualifications. East Los Angeles reserves the right to modify and/or withdraw this position at any time.

For additional information or questions, please contact via email, Armida Ornelas, Vice President of Continuing Education and Workforce Development, at OrnelaAO@elac.edu

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.

EQUAL EMPLOYMENT OPPORTUNITY 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).

East Los Angeles College is an Equal Opportunity Employer