

Associate Dean (SFP), Student Success

LACCD Educational Services Center - Los Angeles, CA

\$115,508 - \$135,626 a year

The Associate Dean for Student Success is a full-time (1.0 FTE), specially funded, assignment. The length of employment in the assignment is contingent upon the funding of the specific special program. The expected end date of the funding is June 30, 2018. The position is funded through the ESL/Basic Skills-Professional Development Grant.

Minimum Qualifications Possession of a Master's degree; and One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment .

Duties and Responsibilities Manage, coordinate, implement, and evaluate the goals/strategies/activities/follow-up services for 3CSN, the CCC Basic Skills Initiative statewide professional development network. Oversee 3CSN faculty assignments throughout the District and hire and coordinate the work of statewide faculty through the 3CSN network. Review statewide faculty work plans for quality in the areas of curriculum, pedagogy and consistency with the grant objectives as well as for effectiveness and opportunities for coordination with other CCC Student Success Taskforce initiatives. Oversee all 3CSN evaluation, including the evaluation of faculty professional learning activities and their impact on classroom activities. Oversee reporting activities, including ensuring all project fiscal policies are followed. Develop, plan, revise, and coordinate 3CSN academic professional development protocols, infrastructure, and objectives with input from 3CSN faculty network coordinators. Oversee building out the web presence created by 3CSN to increase the amount of curricular and faculty professional learning material available, provide online training for faculty teaching Basic Skills and ESL, and create a user-friendly structure. Promote dialog between faculty and administrators interested in various aspects of Basic Skills and ESL improvement. Coordinate districtwide Basic Skills initiatives including the development of academic and student support programs related to the improvement of the basic skills instruction. Support colleges in the implementation of curricular and student support interventions developed in the Transforming Basic Skills grants. Serve as the 3CSN resource liaison for the Institutional Effectiveness Partnership Initiative (IEPI) as a faculty resource on institutional effectiveness and accreditation matters. Monitor, assist, and coordinate the activities of the District-wide Student Success Initiative aimed at improving all student educational outcomes, including retention, persistence, and educational goal attainment (includes monitoring the reporting for ESL/Basic Skills categorical funds, coordinating district SSI summits, and coordinating the Faculty Teaching and Learning Academy, i.e., FTLA). Assist the Dean for Student Success with the development of special projects related to expanding outreach, student access, and enhancing the District's reputation for educational excellence. Facilitate dialogue and resources for the coordination of the nine LACCD colleges' efforts to identify, implement, assess, and apply student-learning outcomes at the course, program, and institutional level. Work with the State and District Academic Senates and local college faculty to enhance faculty professional development programs in order to achieve strategic planning and student success goals. Develop effective professional learning opportunities focused on the needs of faculty, including opportunities related to instruction, pedagogy, curricular and program development, planning, and institutional effectiveness. Assess current academic and student support programs statewide in an effort to identify best practices. Perform other duties as assigned.

Desired Qualifications

Demonstrated sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and disability issues. Master's degree in English, math, ESL or similar area of study related to Basic Skills preferred. Prior experience teaching and/or working with at-risk student populations. Prior experience with developing and facilitating student success initiatives or programs aimed at closing student achievement gaps. Prior experience in developing and facilitating faculty professional development in appreciative inquiry and/or community of practice contexts. Demonstrate knowledge of effective approaches to program evaluation. Ability to

research and synthesize information and data from diverse sources and explain such to general audiences. Previous experience in supervising a program, managing a budget, preparing reports in a community college environment. Ability to communicate professionally, effectively, and collegially with students, classified staff, faculty, and administration in a multicultural environment.

Salary and Benefits

The selected candidate will be rated into the salary schedule based on previous salary. The yearly salary range is \$115,508-\$135,626 . The doctoral differential is \$4,067 per academic year. An excellent benefits package which includes medical, vision, dental and life insurance is available for the employee and eligible dependents.

Application Process

Applicants will be required to file the application using web-based software to create an applicant profile account, allowing documents to be saved and uploaded as attachments. 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 applicants must submit the following:

A detailed letter of interest that describes how the applicant is qualified to fill each responsibility, minimum and desirable qualifications.

Current resume .List of three references. Copies of transcript(s) from accredited institutions (official transcripts will be required at the time of interview). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries. You can obtain a listing of approved foreign evaluation agencies at the California Commission on Teaching Credentialing:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf> ;

The completed application package and required documents must be submitted by September 12, 2016 to be considered. (Application materials may not be submitted by Fax or E-mail).

Evaluation Process A college selection committee will review all completed and approved applications received. The committee screening will involve an evaluation of the candidate's qualifications in the areas of training, experience, and personal fitness as determined from the application package and recommendations from referents. Selected candidates will be invited for an interview following the committee screening. Based upon the committee recommendation, finalists will interview with the president and vice president, who will make the final selection. The chancellor will recommend one candidate to the Board of Trustees for appointment.

For additional information or questions, please contact :

Deborah Harrington, Dean of Student Services

HarrinDL@email.laccd.edu

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 .

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.