



El Camino College  
invites applications for

# Dean, Humanities



## THE POSITION

Under the direction of the Vice President, Academic Affairs and in a multicultural diverse environment, the dean of the Humanities Division will plan, organize, control and direct the courses, programs, projects and activities of an assigned instructional division; provide leadership for faculty and staff in offering quality educational services; supervise and evaluate the performance of assigned personnel.

El Camino College enrolls approximately 25,000 students each semester, about 11,000 of whom take classes in the humanities disciplines of English (including reading), English as a second language, foreign languages, journalism, academic strategies/study skills, and library information science. The dean will oversee one of the college's largest and most dynamic academic divisions, including instructional services such as the Writing Center, the Foreign Language Lab, and student publications, as well as reading/writing assessment and placement testing in English and ESL.



 **99**  
**DEGREE  
PROGRAMS  
OFFERED**

**83**   
**CERTIFICATE  
PROGRAMS  
OFFERED**

 **2,482**  
**DEGREES AWARDED  
IN 2015-16**

**MORE THAN**  
**900**   
**FULL- & PART-TIME  
FACULTY**

## MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.

## ABOUT EL CAMINO COLLEGE

El Camino College is situated on a beautiful and spacious 126-acre campus near Torrance, California. Located in Los Angeles County, just minutes from South Bay beaches, El Camino College is surrounded by high-tech industries including aerospace, logistics, multimedia and service corporations.

El Camino College is a vibrant learning community that has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance since 1947.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester. Students have access to excellent academic offerings, career and technical education programs, exceptional student services, new and technologically advanced classrooms, as well as tutoring and mentoring programs.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Berkeley. El Camino College is regularly among the top three community colleges in Southern California for students admitted to UCLA via the Transfer Alliance Program. Students are also supported by an extensive scholarship program, with \$1.4 million awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campuswide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.







## DEAN, HUMANITIES

**Division:** Academic Affairs  
**Posting Close Date:** 02/27/2017  
**Req:** A1617-007  
**Location:** ECC Campus  
**Position Type:** Academic Administrator

### JOB DESCRIPTION

Under the direction of the Vice President, Academic Affairs and in a multicultural diverse environment, plan, organize, control and direct the courses, programs, projects and activities of an assigned instructional division; provide leadership for faculty and staff in offering quality educational services; supervise and evaluate the performance of assigned personnel.

El Camino College enrolls approximately 25,000 students each semester, about 11,000 of whom take classes in the humanities disciplines of English (including reading), English as a second language, foreign languages, journalism, academic strategies/study skills, and library information science. The dean will oversee one of the college's largest and most dynamic academic divisions, including instructional services such as the Writing Center, the Foreign Language Lab, and student publications, as well as reading/writing assessment and placement testing in English and ESL.

### REPRESENTATIVE DUTIES

- Provide leadership for program development and work directly with a diverse faculty and staff to plan for curriculum additions, revisions, and deletions; set priorities for resource needs; provide program analysis and multi-year instructional plans and participate in strategic and long-range instructional planning for the District.
- Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs; establish advisory committees as appropriate.
- Direct special instructional-related services or programs as directed by the Vice President.
- Prepare or review documents for program and course development in concert with faculty and coordinators; assure accurate schedules, catalog information and program publicity.
- Confer with faculty regarding ideas for program improvement to identify resources for development through grants and special projects.
- Maintain current knowledge of new developments and innovations in community colleges and higher education; recommend changes to maintain relevance of Division programs and to meet student and community needs.
- Consult with faculty to design a schedule of classes to meet the needs of a diverse student population; review assignment of faculty to classes, monitor schedules and workload for accuracy throughout the semester, and assure accurate and timely attendance reporting for all courses offered in the Division.

### TO APPLY

An applicant must submit the following by the closing date.

1. Online application: [https://elcamino.igreentree.com/css\\_academic](https://elcamino.igreentree.com/css_academic)
2. Cover letter describing how applicant meets the qualifications.
3. Resume including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) *[Foreign Transcripts info on page 5]*
5. Evidence of a valid community college credential, if applicant holds one.

If you need assistance you may call 310-660-3593, Ext. 5809 between the hours of 8 a.m. and 4 p.m. Monday through Friday.

Due to the large volume of calls received on closing dates, we highly recommend that you **do not** wait until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3 p.m.

- Recommend instructional policy as necessary for the District to properly implement programs and services.
- Exercise leadership in the development of the division budget and manage financial resources consistent with College policy and sound financial management principles; allocate and re-allocate resources among competing requests for funds.
- Work cooperatively with other administrators and supervisors to coordinate programs and services across the curriculum and at all locations to meet student needs; resolve conflicts and issues within the Division and between divisions.
- Evaluate, approve and process requests for field trips, conference attendance, textbook selection, supply, equipment orders, independent study, credit by exam, course waivers and other student petitions.
- Assure proper use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations.
- Facilitate academic partnerships with Division faculty, faculty in feeder high schools and four-year transfer institutions; assure maximum course articulation for students.
- Encourage excellence in teaching; orient new faculty and staff; determine needs for staff development; plan appropriate Division staff development activities including flexible calendar days; contribute to record keeping for staff development accountability.
- Analyze requests for staff to meet short- and long-term needs and make recommendations to the Vice President.
- Evaluate faculty and classified staff; organize committees for the hiring process and assure compliance with District personnel policies, procedures and practices for the employment of faculty, classified staff, student workers and short-term, temporary and substitute employees.
- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### **KNOWLEDGE OF:**

- Higher education in community colleges, including the mission of the California Community Colleges.
- Adult learning theory and learning styles.
- Multiple methods of instruction.
- Evaluation methods.
- Curriculum development.
- Course articulation.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Policies and objectives of assigned program and activities.

### **ABILITY TO:**

- Plan, organize, develop and evaluate the programs, activities and curriculum of a college instructional division.
- Develop and modify curriculum to meet student and community needs.
- Communicate effectively, both verbally and in writing, with faculty and staff, students and community members.
- Work effectively with students, faculty, and staff from multicultural backgrounds and promote access and equity.
- Present a positive image of the College in the community.

- Train, supervise and evaluate personnel.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Plan and organize work.
- Work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.
- Understand the needs of the Division in the context of the overall instructional program and participate with the management team to set goals and priorities for the College as a whole.
- Organize and chair meetings, lead workshops, facilitate group discussions and involve faculty and staff in idea generation, goal setting and decision making.
- Organize multiple projects and carry out required project details throughout the year.
- Evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
- Develop grant or special projects applications.

## EDUCATION AND EXPERIENCE

- Master's degree or the equivalent\*; three full-time equivalent years of post-secondary teaching experience and one year of formal training, internship or leadership experience related to the administrator's assignment.
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.

*\*Equivalency to be determined using the El Camino Community College District Board Policy 4119 - Equivalence to the Minimum Qualifications.*

## DESIRABLE QUALIFICATIONS

- Earned doctorate from an accredited institution in one of the aforementioned disciplines.
- Ability to collaborate with and coordinate large numbers of individuals while exercising initiative, diplomacy, tact, creativity, and balance.
- Ability to work independently and effectively while handling multiple tasks.
- Community college experience within the last five years.
- Experience with current instructional technology and its integration into educational programs.

## SALARY RANGE

\$124,834 - \$144,715 Annually

## CONDITIONS OF EMPLOYMENT

Full-time, 12-month academic position. Excellent fringe benefits including eight 32-hour work weeks during the summer. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

## FOREIGN TRANSCRIPTS

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**Please Note:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the

required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

## **CLOSING DATE**

Monday, February 27, 2017

## **INTERVIEW EXPENSES**

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Office.

## **COMPENSATION AND BENEFIT HIGHLIGHTS**

### **Health, Life, Dental and Vision Insurance**

The College provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available toward which both the College and the employee contribute.

### **Sick Leave and Disability**

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at fifty percent.

### **Retirement**

Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

*The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of national origin, religion, age, sex (including sexual harassment), race, color, gender, physical or mental disability, or retaliation.*