



El Camino College

Dean of Health Sciences and Athletics



THE POSITION

Under the direction of the Vice President of Academic Affairs and in a multi-cultural diverse environment, the Dean of Health Sciences and Athletics will plan, organize and coordinate the courses, programs, projects and activities of the division; provide leadership for faculty and staff in offering quality educational services; supervise and evaluate the performance of assigned personnel. The dean will provide leadership for the following programs: contemporary health, physical education, kinesiology, adapted physical education, radiological technology, and respiratory care. The dean will also provide program oversight to Intercollegiate Athletics, Nursing, Special Resource Center and the Student Health Center.

ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is a vibrant two-year college. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

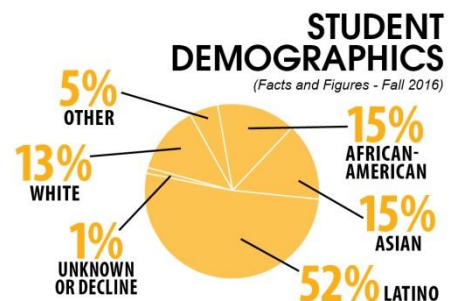
The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities. We currently enroll approximately 25,000 students each semester, the majority of whom are from diverse populations. Over 50 percent of ECC's students are Latino/a, 15 percent are African-American, 15 percent are Asian, 13 percent are white, 5 percent are multiracial, and less than 1 percent are Pacific Islander or Native American.

El Camino College provides 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 Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

El Camino College is on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. 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.

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.



DEAN OF HEALTH SCIENCES AND ATHLETICS

Division: Health Sciences and Athletics
Posting Closing Date: February 28, 2020
Req: A1920-032
Location: El Camino College
Position Type: Academic Administrator

REPRESENTATIVE DUTIES

- Provide leadership for program development and work directly with faculty and staff to plan for curriculum additions, revisions, and deletions; set priorities for resource needs; provide program analysis; develop 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 assigned 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 workloads for accuracy throughout the semester, and assure accurate and timely attendance reporting for all courses offered in the Division.
- 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 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, supplies, 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 other related duties as assigned.

EDUCATION AND EXPERIENCE

- Master's degree or the equivalent*
- Three (3) full-time equivalent years of post-secondary teaching experience.
- One (1) 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.
- Evidence of responsiveness to and understanding of the racial, socio-economic, academic, and cultural diversity within student populations, including students with disabilities, as these factors relate to the need for equity-minded practices.

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

DESIRED QUALIFICATIONS

- Earned doctorate.
- Experienced expanding student access/opportunities and closing equity gaps.
- Experienced developing and integrating technology into academic programs.
- Experienced managing grants and other forms of fundraising.
- Experienced working cooperatively to coordinate projects that offer effective services to students.
- Experienced collaborating with management to set goals and priorities for an organization as a whole.

OTHER QUALIFICATIONS

Knowledge/Areas of Expertise:

- Knowledge of principles and best practices of administration, supervision, and training.
- Knowledge of budget preparation and control.
- Knowledge of adult learning theory and learning styles.
- Knowledge of multiple methods of instruction.
- Knowledge of evaluation methods.
- Knowledge of curriculum development.
- Knowledge of course articulation.

Abilities/Skills:

- Ability to collaborate with and coordinate large numbers of individuals while exercising diplomacy and tact.
- Ability to read, interpret, apply, and explain rules, regulations, policies and procedures.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to present a positive image of the College in the community.
- Ability to meet schedules, deadlines, and time lines.
- Ability to understand the needs of the Division in the context of the overall instructional program.
- Ability to organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision-making.
- Ability to organize multiple projects and carry out required project details throughout the year.
- Ability to evaluate faculty and staff recommendations for program improvements and/or new program efforts.
- Skilled at clearly communicating orally and in writing.
- Skilled at developing and modifying curriculum to meet student and community needs.
- Skilled at working effectively with students, faculty, and staff from multi-cultural backgrounds.

SUPPLEMENTAL QUESTIONS

Please limit each response to 300 words.

1. How do you support student success, particularly for students from historically underrepresented and/or marginalized communities?
2. How does your approach to working with students reflect culturally responsive practices?

WORKING CONDITIONS

- Must be able to work flexible hours including some evening hours and occasional weekends.
- Must be able to travel, sometimes overnight for meetings, conferences, and events.
- Must be able to lift, carry, and/or move objects weighing up to 25 pounds.
- Extensive interaction with executives, management, faculty, classified staff, and the public.
- Extended hours of sitting, using a computer, and communicating by phone, online, and in person.
- May have areas of supervision that are at off-campus locations.

COMPENSATION AND BENEFITS

SALARY: \$136,729.00 annually

- 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.
- 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 50 percent.
- 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.

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. Upon termination, STRS or PERS retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

CONDITIONS OF EMPLOYMENT

Full-time, twelve-month academic administrative position subject to a probationary period. Excellent fringe benefits including eight 32-hour work weeks during the summer. Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates

selected for employment must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

TO APPLY

An applicant must submit the following by the closing date: Friday, February 28, 2020 by 3:00 p.m. PST

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé 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.) Multiple page transcripts must be loaded as **ONE** PDF document.

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>.

Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date.

https://elcamino.formstack.com/forms/reasonable_accommodation_request_form

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: Friday February 28, 2020 by 3:00 p.m. PST

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 Department.

FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

El Camino College
Human Resources Department
Martha E. Lopez
310-660-3593, Ext. 5809
melopez@elcamino.edu
16007 Crenshaw Boulevard
Torrance, CA 90506

The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.