



# El Camino College

## Director, Noncredit Programs



### THE POSITION

Under the direction of an academic dean, the Director of Noncredit Programs provides leadership in the planning, developing, and implementing of noncredit courses and certificates, including Short-Term Vocational and Workforce Preparation certificates, and other related noncredit programs identified by college faculty and divisions. Liaises with academic divisions, Community Advancement, Career Education, and other strategic partners.

**This position is contingent upon grant funding.**

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

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 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.

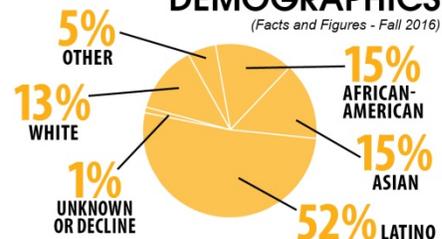
With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution 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, equity and success in collaboration with our diverse communities.

### STUDENT DEMOGRAPHICS

*(Facts and Figures - Fall 2016)*



# Director, Noncredit Programs

**Division:** Business Education

**Posting Closing Date:** June 11, 2021

**Req:** A2021-026

**Location:** El Camino College

**Position Type:** Educational Administrator

## REPRESENTATIVE DUTIES

- Plans, directs, and manages the day-to-day activities and operations of noncredit programs, including Short-Term Vocational and Workforce Preparation programs.
- Coordinates with Student Services to ensure equitable services are provided to noncredit students.
- Ensures operations and activities are in conformance to and in compliance with state and federal guidelines, Chancellor's Office and established Career Education guidelines, and District policies and procedures, including attendance accounting.
- Develops and reviews annual program goals, and evaluates noncredit programs and offerings with respect to students' needs/outcomes, as well as local demands for Short-Term Vocational and Workforce Preparation programs.
- Oversees and coordinates weekend programs focused on Career Education, including noncredit Short-Term Vocational and Workforce Preparation courses.
- Projects staffing needs; provides leadership in the recruitment, selection, and evaluation of instructional personnel, staff, and other subject matter experts; supervises and evaluates the performance of professional and subordinate personnel to ensure that program objectives are being met; assures efficient program operations; assigns and reviews work; and recommends training and other opportunities as needed.
- Collaborates with Marketing and Communications to promote noncredit programs to students, the campus community, and community partners; coordinates and develops marketing themes, promotional publications, advertising, and public relations activities for department programs, in consultation with the District's Marketing and Communications department.
- Works closely with faculty and staff, Career Education, and Community Advancement to identify appropriate areas for the development of noncredit courses and certificates, with a focus on Short-Term Vocational and Workforce Preparation programs.
- Arranges for curriculum review and approval at the local level through the College Curriculum Committee, and follows up with the Chancellor's Office.
- Interacts with the broader community, including key stakeholders, educational partners, and community business partners, to identify local needs, emerging labor market demands, and areas for potential growth in noncredit programming, especially in areas of Short-Term Vocational and Workforce Preparation; collaborates with other college administrators and District offices to expand and build noncredit programs.
- Develops and implements program policies and procedures to ensure educational and economic effectiveness and operational efficiency of noncredit programs and related services.
- Participates in and/or chairs committees, task forces, and special assignments related to noncredit programs; participates in relevant department, division, and college activities; and serves as a resource to others for data, research, and information pertaining to noncredit programs, especially noncredit vocational and workforce programs.

- Prepares and presents information and/or reports related to assigned areas; compiles and analyzes data; and stays informed of trends among neighboring noncredit programs and throughout the state, and reports as needed.
- Prepares and administers annual operational program budgets; provides budget and expenditure reports as needed.
- Collaborates with other administrators to resolve questions and concerns regarding noncredit programs, services, activities, needs, and issues; works with others to align noncredit programs (including Short-Term Vocational and Workforce Preparation programs) and credit programs.
- Hires and trains noncredit faculty and other program personnel; provides work direction, counsels individuals, and coordinates faculty evaluations with division deans or directors; and ensures compliance with District policies and procedures, particularly contract provisions within the collective bargaining agreements, when managing different personnel classifications.
- Provides a working and learning environment that is free from prohibited discrimination, harassment, and retaliation, and in compliance with applicable laws and College policies.
- Completes College mandated trainings and participates in investigations as directed; assists in providing information and resources to individuals who bring forward complaints and reports complaints to the appropriate authority as necessary.
- Serves as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintains up-to-date certification for CSA status.
- Performs other related duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Master's degree in a related field and three (3) years progressively responsible experience related to Noncredit Education OR Bachelor's degree in a related field and five (5) years progressively responsible experience described above.

## **OTHER QUALIFICATIONS**

### Knowledge/Areas of Expertise:

- Recent teaching experience in a Career Education discipline at the college level.
- Understanding of the needs of adult and disparately-impacted students.
- Coursework in noncredit Career Education or a related area.
- Currency in the uses of instructional software and other technologies used to enhance learning. Experienced in budget preparation and monitoring.
- Experienced in planning, organizing, developing, and evaluating programs, activities, and curriculum to meet student and community needs.

### Abilities/Skills:

- Sensitive to and skilled working with diverse academic, socioeconomic, cultural, ethnic backgrounds and persons with disabilities.
- Excellent oral and written communication and team building skills.
- Skilled in using innovative teaching methods, instructional design, and assessment strategies.
- Ability to adapt instructional techniques to accommodate varied learning styles and abilities.
- Committed to professional activities, continued education, and improvement of skills.
- Ability to train and supervise personnel.
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures.
- Ability to plan, organize work, and meet deadlines.
- Ability to work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.
- Ability to evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.
- Skilled at using interpersonal tact, patience, and courtesy.

## LICENSES AND OTHER REQUIREMENTS

- Valid California Driver's license.

## WORKING CONDITIONS

- Must be able to adapt to changing situations. Work under pressure.

## CONDITIONS OF EMPLOYMENT

Full-time, 12-month administrative position. Working hours are Monday through Friday 7:45 a.m. until 4:30 p.m. 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, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

## SALARY: \$109,524 Annually

## COMPENSATION AND BENEFITS

- 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.

## TO APPLY

An applicant must submit the following by the closing date: Friday, 06/11/2021 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: [https://www.ctc.ca.gov/docs/default-source/leaflets/el635.pdf?sfvrsn=bb4f6e6a\\_10](https://www.ctc.ca.gov/docs/default-source/leaflets/el635.pdf?sfvrsn=bb4f6e6a_10)

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](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, June 11, 2021 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**  
Pamela Jones  
310-660-3593, Ext. 3478  
[pjones@elcamino.edu](mailto:pjones@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

*In accordance with the JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, El Camino College has published Annual Security Reports and all required statistical data, which can be found on the Police Department webpage at [www.elcamino.edu/about/depts/police/cleryact/index.aspx](http://www.elcamino.edu/about/depts/police/cleryact/index.aspx). These publications include Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the Police Department and in select locations on campus. Upon request, the Campus Police Department can provide or mail out copies of this publication. Contact them at 310-660-3100.*

### ***El Camino College is an Equal Opportunity Employer***

*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.*