



# El Camino College

## DEAN OF HUMANITIES



El Camino College seeks a visionary, innovative, strategic, passionate, and experienced Dean of Humanities who will foster campus collaborations that support the next stage of growth and achievement for El Camino College.

### ABOUT EL CAMINO COLLEGE

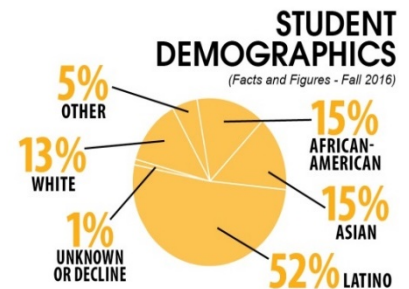
El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. 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. Capital construction projects, as well as new initiatives to support student success, position 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 innovative and excellent comprehensive educational programs and services that promote student learning, equity, and success in collaboration with our diverse communities.



# DEAN OF HUMANITIES

**Division:** Humanities

**Posting Closing Date:** 04/21/2023

**Req:** A2223-062

**Location:** El Camino College

**Position Type:** Educational Administrator

## BASIC SUMMARY OF DUTIES

Under the direction of the Vice President of Academic Affairs and in a multicultural diverse environment, the Dean of the Humanities Division is responsible for the year-round administration, supervision, operation, and development of the Division's day, evening, and weekend programs. The dean will also provide leadership for faculty and staff in offering quality educational services and will 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.

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 reallocate 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 other related duties as assigned.

## **JOB QUALIFICATIONS**

Master's degree or the equivalent\*; and

Three (3) full-time equivalent years of post-secondary teaching experience; and

One (1) year of formal training, internship, or leadership experience related to the administrator's assignment.

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

## **DESIRABLE QUALIFICATIONS**

Earned doctorate from an accredited institution.

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.

## **OTHER QUALIFICATIONS**

### Knowledge/Areas of Expertise:

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.

### Abilities/Skills:

Sensitivity to and understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds of college students, and of individuals with disabilities.  
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 to 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 management teams 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 project applications.

## **WORKING CONDITIONS**

Office work environment.  
Attendance at multiple meetings.  
Extended periods of sitting.  
Working hours will vary.  
Will work some evenings or weekends.

## **SALARY RANGE**

The salary range is **\$146,573 - \$169,915 annually** depending on experience.

## **CONDITIONS OF EMPLOYMENT**

Full-time, 12-month, educational administrator position on a renewable employment contract. During the winter recess, all administrators are required to charge three (3) days of accrued vacation between December 25 and the January 1 holidays. 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 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.

## **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**

Accrued paid sick leave is one day for each month of service with no maximum accrual. 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.

### **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. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

### **Summer Work Hours**

During the summer, employees work eight 32-hour work weeks with full pay.

## **TO APPLY**

An applicant must submit the following by the closing date:

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.

**CLOSING DATE: FRIDAY, APRIL 21, 2023 at 3:00 p.m.**

IMPORTANT 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.*

## **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>.

## **ADA ACCOMMODATIONS**

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](#)

## **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 Human Resources.

## **APPLICATION ASSISTANCE**

If you need assistance you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

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 3:00 p.m. PST (pacific standard time).

## **FOR FURTHER INQUIRIES, CONTACT:**

### **El Camino College**

### **Human Resources**

Pamela Jones

310-660-3593, Ext. 3478

[pjones@elcamino.edu](mailto:pjones@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

## **JEANNE CLERY ACT COMPLIANT**

*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.*