El Camino College

Associate Dean, Public Safety

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

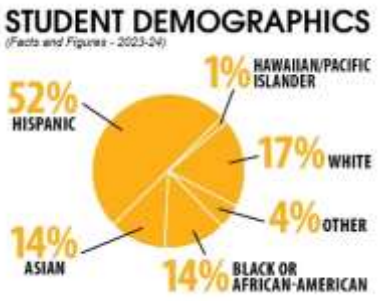
ABOUT EL CAMINO COLLEGE

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.

MISSION STATEMENT

El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.

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.

ASSOCIATE DEAN, PUBLIC SAFETY

Division: Kinesiology, Athletics & Public Safety
Posting Closing Date: 11/30/2026
Req: A2526-072E
Location: El Camino College
Position Type: Educational Administrator

KEY ROLES/RESPONSIBILITIES

Under direction of the assigned Dean, exercise direct leadership of Public Safety instructional programs. These programs include Administration of Justice, Emergency Medical Technician (EMT) Program, Fire Academy, Fire Technology, Paramedic Program, Peace Officer Standards and Training (POST) Academies for Levels II & III. Implement the division's vision. Develop, organize, and implement goals and objectives. Plan, develop, organize, schedule, direct, improve, and evaluate assigned programs, services, and activities; and provide oversight, development, and coordination of all elements of assigned programs

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the assigned unit, department, and division; lead by example; actively participate in and support College-wide shared governance components and activities and other collaborative processes; encourage professional excellence among assigned staff; and promote, foster, and facilitate an organizational culture of customer service, teamwork, and innovation.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

For a full listing of duties and work expectations, please refer to the job description located at:
Associate-Dean-Public-Safety.pdf

FUNCTIONAL RESPONSIBILITIES

1. Assist the Dean with leading the division and developing long-range plans, goals, and objectives. Assist in implementing programmatic direction, curriculum development, and scheduling. Work with project leads and faculty to coordinate non-credit and short-term industry and technology-related course offerings to address the interests of the local community. Monitor processes to ensure optimum productivity and utilization of resources.
2. Work directly with a diverse group of faculty and staff to support the efforts of the Dean and academic programs that meet the workforce needs of a diverse student population. Analyze state, regional, and local labor market data to determine workforce trends and assess the degree of alignment to division programs. Assist the Dean in determining if existing certificate and degree program offerings meet workforce needs.
3. Address and handle student petitions, complaints, and requests in accordance with College policies. Manage student concerns diplomatically and in a timely manner.
4. Recommend and participate in the development of policies, as necessary, for the District to implement, evaluate, or augment in an effort to increase outreach and promote nontraditional programs and services that meet workforce development needs.
5. Interact directly with students, faculty, staff, and advisory councils and other groups. Establish and maintain collaborative partnerships with employers and workforce boards.
6. Facilitate coordination and alignment of CTE and workforce development programs with local partners, regional occupational programs, adult education programs, and other colleges in order to enhance educational and career

opportunities for students.

7. Represent the Dean at college meetings, committees, and other official functions upon request. May represent the College on local and regional business and industry advisory committees and councils.
8. Work closely with applicable stakeholders in developing proposals for grants and contract support. Assist in seeking and securing grants and other sources of funding through partnerships with employers and other local and regional entities.
9. Assist the Dean with hiring, supervising, training, and evaluating faculty and staff. Ensure compliance with District policies, procedures, and practices. Understand contract provisions within the collective bargaining agreements when managing different personnel classifications. Provide work direction as needed.
10. Manage personnel issues with faculty and staff. Counsel individuals as needed. Demonstrate and promote a collaborative approach to resolutions. Ensure involvement of pertinent stakeholders in decision-making processes as appropriate.
11. Work cooperatively with other administrators and supervisors to coordinate programs and services to meet student needs. Resolve conflicts and issues within the division and between divisions.
12. Assist the Dean with managing the division's fiscal resources. Monitor budgets and recommend measures to reduce operating costs while maintaining productivity and high-quality service. Monitor grants and other contracts to ensure compliance and oversight.

ORGANIZATION MANAGEMENT

1. Maintain up-to-date knowledge of the regulations, policies, requirements, and eligibility criteria for assigned programs. Ensure compliance with the College policies, procedures, and practices.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Implement priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Implement a structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of direct reports; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments; evaluate work products and results, implement appropriate procedures to accommodate need for information and assistance; establish and monitor timelines and prioritize work. Monitor employee performance on a regular basis and provide coaching for performance improvement and/or development as needed. Anticipate, prevent, and resolve conflicts under areas of supervision.
4. Implement plans for efficient and appropriate use and security of assigned facilities; ensure compliance with health and safety regulations.
5. Work with Information Technology personnel on a continual basis to enhance and improve relevant computer systems. Learn and apply emerging technologies to perform duties and provide services. Work to modernize infrastructure and technological resources to facilitate a positive learning and working environment and promote student success.
6. Perform other duties as assigned. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Education: Master's degree form an accredited college or university.

Experience: One (1) year of formal training or leadership experience related to the administrator's assignment; and one year (1) work experience required to teach in a field related to the administrator's assignment.

DESIRED QUALIFICATIONS

Desirable Education: Educational qualifications plus work experience required for an instructional position related to the administrator's assignment.

Desirable Experience: Equivalent of three (3) years of full-time teaching experience at an institution of higher education; one (1) year of formal training of leadership experience related to the administrator's assignment; and work experience required to teach in a field related to the administrator's assignment.

Knowledge/Areas of Expertise:

- Labor market data analysis and workforce trends analysis.
- Accreditation and regulatory requirements related to the California State Fire Marshall, POST, EMT, and Paramedic training.
- CTE and workforce development initiatives including Strong Workforce, adult education, PERKINS, and other related programs.
- Grants, budgeting, and project management.
- Articulation, Guided Pathways, and relevant state and federal regulations.
- Curriculum development processes.
- Grant and contract administration, budget monitoring, and control.
- Education theories and best practices for working with adults and non-traditional learners.
- Standard Occupational Classification system terminology and job requirements.
- Principles of administration and supervision.
- Familiarity with community college CTE certificate and degree curriculum development and program approval processes.

Abilities/Skills:

- Willingness to travel to off-site locations and conferences with occasional overnight stays.
- Effectively communicate orally and in writing.
- Work cooperatively with others.
- Effectively collaborate with faculty to align certificate/degree programs with industry and workforce needs.
- Work flexible hours, including evenings and weekends.
- Perform duties in a timely fashion with attention to detail.
- Plan and organize work.
- Skilled in administrative organization and management practices.
- Skilled at assessing and evaluating programs and personnel.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully.

Note: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. At least minimal environmental controls to assure health and comfort. May involve working non-standard, evening, and weekend hours.

PHYSICAL DEMANDS

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.

CLOSING DATE: MONDAY, NOVEMBER 30, 2026 at 3:00 P.M.

SALARY: **The starting salary range $154, 491.12 (Annually)**

Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step 6 is reached ($179,115.12 annually).

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time administrative position. Educational Administrators are employed on an initial one-year contract stating terms and conditions of employment. Contracts are subject to renewal and board approval to confirm continued employment. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Work schedule may include weekends, evenings, and/or holidays based on business needs. During the winter recess, all management positions are required to charge three (3) days of accrued vacation between the Christmas and New Year 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 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.

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

Individuals identified for FINAL interviews are eligible to have 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. Finalists must complete and submit a W-9 Form and Human Resource's "Interview Expense Reimbursement Form" and include appropriate support documentation to receive the allowable reimbursement amount.

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

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.

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/aspiring-educators/transcripts/foreign-transcript-eval/

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.

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.

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 OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

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

JEANNE CLERY CAMPUS SAFETY ACT

In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an Annual Security Report and all required statistical data. This publication includes 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 paper 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.