El Camino College

Dean of Arts, Media, and Entertainment



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

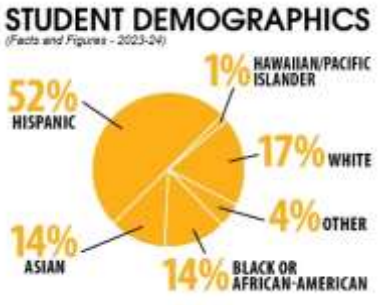
ABOUT EL CAMINO COLLEGE

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.

DEAN OF ARTS, MEDIA, AND ENTERTAINMENT

Division: Arts, Media, and Entertainment
Posting Closing Date: 1/11/2027
Req: A2627-015
Location: El Camino College
Position Type: Educational Administrator

KEY ROLES/RESPONSIBILITIES

Under direction of the Vice President of Academic Affairs, exercise overall leadership of the Arts, Media, and Entertainment division which includes the instructional programs of Art, Dance, Film, Music, Photography, Theatre, and Digital Art and Design Technology. Provide vision and leadership to develop, organize, and implement division goals and objectives; plan, develop, organize, schedule, direct, improve and evaluate the division's programs, services, and activities; and provide oversight, development, and coordination of all elements of the disciplines.

Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the 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 faculty, 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:
Dean-Arts-Media-and-Entertainment.pdf

FUNCTIONAL RESPONSIBILITIES

1. Provide leadership for program development and work directly with faculty and staff to plan for curriculum additions, revisions, and deletion; set priorities for resource needs; provide program analysis and multi-year instructional plans and participate in strategic and long-range instructional planning for the College.
2. Communicate with leaders in the private and public sectors and in educational agencies to determine needs for new courses and programs; establish advisory committees.
3. Direct instructional-related services or programs as directed by the Vice President, including grant-funded programs and special projects to support organizational objectives and community partners.
4. Prepare or review documents for program and course development in concert with faculty and coordinators; assure accurate schedules, catalog information and program publicity.
5. Confer with faculty regarding ideas for program improvement to identify resources for development through grants and special projects, including fee-based training programs and noncredit programs.
6. 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.
7. Consult with faculty to design a schedule of classes to meet the needs of a diverse student population, including the offering of courses with in-person, online, and dual enrollment modalities; review assignment of faculty to classes, monitor schedules and workload for accuracy throughout the semester, and promote accurate and timely attendance reporting for all courses offered in the Division.

8. Recommend instructional policy as necessary for the College to properly implement programs and services.
9. Exercise leadership in the development of a division budget and manage financial resources consistent with College policies and sound financial management principles. Allocate and reallocate resources among competing requests for funds.
10. Work cooperatively with other administrators and supervisors to coordinate programs and services across the curriculum and at all locations to meet student needs; work to resolve conflicts and issues within the Division and between divisions.
11. Evaluate and approve requests for conference attendance, travel, supplies, staffing support, equipment orders, field trips, events, and student petitions for waivers and other academic and/or service requests. Ensure that faculty and staff requests align with the Division's short-term and long-range goals and objectives.
12. Promote proper use and security of assigned facilities, space allocation, equipment, technology licenses, and other District-owned resources. Ensure regular maintenance and updates to comply with health and/or safety regulations. Ensure student and staff safety through the management of effective maintenance of facilities, instructional equipment, hazardous materials handling and proper waste disposal in accordance with College and regulatory requirements.
13. Facilitate partnerships with division faculty, faculty in feeder high schools and four-year transfer institutions; assure maximum course articulation for students.
14. 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.
15. Analyze requests for staff to meet short and long-term needs and make recommendations to the Vice President.
16. Evaluate managerial, faculty and classified staff; organize committees for the evaluation and selection 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.

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, and procedures.
2. Strengthen processes, programs, and services through the effective and efficient use of assessment, program review, planning, and resource allocation. Establish priorities in conjunction with the College's comprehensive planning and budgeting guidelines. Develop and implement an organizational structure that maximizes utilization of resources and ensures effective and efficient delivery of services.
3. Train, supervise, motivate, and evaluate the performance of personnel as assigned; recommend transfers, reassignment, termination, and disciplinary actions as needed; delegate and review assignments and projects; evaluate work products and results, develop 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. Plan 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 in an efficient, organized, and timely manner. 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.

MINIMUM QUALIFICATIONS

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

Experience: Three (3) full-time equivalent years of post-secondary teaching experience and one year (1) of formal training, internship, or leadership experience reasonably related to the administrator's assignment.

DESIRED QUALIFICATIONS

Desirable Education: Qualifications to teach in one of the disciplines related to or included in the assigned instructional Division.

Desirable Experience: Five (5) years of post-secondary teaching experience in a community college environment; managerial, supervisory or leadership experience in a community college environment.

Desirable Ability:

- Demonstrated ability to articulate and advocate for the essential role of the performing and visual arts in education and society, and show an understanding of their value to students, the college, and the broader community.
- Demonstrated ability to articulate and advocate for the unique contributions of performing and visual arts education to foster creativity, critical thinking, communication, cultural understanding, and student success.

Knowledge/Areas of Expertise:

- Higher education in community colleges, including California Community Colleges.
- Relevant legislation, policies, guidelines, requirements and procedures to the assigned instructional division; academic discipline facilities and equipment requirements, including maintenance, and chemical and hazardous waste disposal requirements; specialized facilities requirements and maintenance including performing arts facilities; specialized funding source/grant guidelines and procedures; and any other relevant policies and procedures for instruction and programmatic offerings within the division.
- Adult learning theory.
- 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 instructional areas, programs, and activities.

Abilities/Skills:

- Plan, organize, develop, and evaluate programs, activities, and curriculum of a division.
- Encourage the development and modification of curriculum by faculty 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 multi-cultural backgrounds.
- 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 to offer effective services to students.
- Understand 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 project applications.

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. Frequently involves 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, JANUARY 11, 2027 AT 3:00 P.M.

SALARY: **The starting salary range $177,502.32(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 ($205,795.20 annually).

CONDITIONS OF EMPLOYMENT

This position is designated as a full-time administrative position. Educational Administrators are employed on an initial two-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: http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf

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.