**POSITION TITLE**
Dean of Teaching and Learning (SFP)

**EMPLOYMENT STATUS**
Full-time Administrative, limited, specially funded, annual assignment

**APPLICATION DEADLINE**
February 25, 2011

---

West Los Angeles College, founded in 1969, is part of the California Community College system. We are located in the hills of Culver City on 70 beautiful acres with views of Marina del Rey, West LA and Century City. The park-like setting and small class sizes give the campus a private school atmosphere.

**DEGREE & CERTIFICATE PROGRAMS**
West offers over 65 Associate degree and certificate programs. Offerings include university transfer courses and career training in high-paying occupations including dental hygiene, paralegal, nursing, aviation technology, computer science, real estate and more.

**HERE TO HELP**
West is committed to student success. We offer a variety of support services to help students reach their goals including educational counseling, a university transfer center, and financial aid. EOP&S, TRIO and CARE are just a few programs to help low income and non-traditional students reach their goals. The Disabled Student Programs and Services (DSPS) office offers assistance to students with learning and physical disabilities.

**ACTIVITIES & ATHLETICS**
In addition to an outstanding education, West students enjoy fun and enriching activities including cultural, social and academic clubs and student government as well as an active athletics programs with competitive teams for both men and women.

---

The Los Angeles Community College District announces an opening for a full-time, limited, specially funded Dean of Teaching and Learning at West Los Angeles College. Under the general supervision of the Vice President of Academic Affairs, the Dean will be responsible for faculty development, for investigating and implementing new tools and resources for instruction, and for creating and supporting strategies that actively engages students in the learning process. The Dean will be responsible for developing new grant proposals and providing development, leadership and administrative direction for planning and implementation of the Developing Hispanic-Serving Institution Title V grants. It will start as soon as it can be assigned. This is a grant funded position and tentative duration of this assignment is through June 2012.

**JOB RESPONSIBILITIES**

- Work closely with faculty in implementing learning assistance strategies and web-enhanced learning environments that actively engage students in the learning process. Develop strategies for fostering web-enhanced curriculum and increasing multimedia use in face-to-face, hybrid, online courses and support services to students.
- Develop grant proposals to meet college-funding needs while matching requirements of funding agencies. Match planning and developing with College strategic master planning and individual program reviews, especially in areas such as student success, SLOs, technology-related solutions to access and student completion in instructional programs and support services to students, foundation-development.
- Develop, organize, and direct systematic faculty/staff training programs, focusing on web-based learning strategies and supporting technologies, to assist faculty in adapting course and teaching strategies to utilize new technology. Instructional design workshops will include video, online demonstrations, pod casting, online office hours, faculty advising, and program planning systems. Support online programs by providing staff training and technical assistance to develop web-based tutoring, financial aid, advising and library resources.
- Provide development, leadership and administrative direction for planning and implementation of the Developing Hispanic-Serving Institution Title V grants. Responsibility includes development of additional funding proposals for Title V, III, and related federal, state, and foundation sources.
- Play a key college-level role in audit preparation, audit process, follow-up, action responses for internal, contracted, state, and federal audits. Interpret audit criteria and findings for the college, recommend and develop practices that are in accordance with audit requirements.
- Maintain currency and active participation in special student populations such as learning communities, under/unemployed, veterans, disabled, underprepared, first generation, ESL, and students in the continuum from high school - West - four year college.
- Maintain an understanding of current ideas, trends, and practices in the fields of: (1) educational technology and technology-based pedagogical theory, particularly as it relates to adult learners, institutional effectiveness and student learning outcomes based on coordinated instructional programs and support services to students; (2) business partnerships, foundation development, and grantsmanship; (3) partnerships with four-year, two-year, and public schools to enhance programs and to develop cooperative grant proposals; and (4) the development of additional delivery methods to improve access to the college’s educational and support services.
- Provide guidance to college administrators and staff in the interpretations of rules and policies by remaining thoroughly informed regarding Title V, Department of Education policies, and grant terms/conditions.
- Interpret, articulate, implement and ensure adherence to all applicable college, district, state and federal requirements pertaining to this grant.
- Oversee preparation and submission of required fiscal and annual reports to Department of
Education and supervise the collection of analysis and data to evaluate progress and achievement of goals and objectives.

- Oversee all implementation and operational objectives to meet the grants’ objectives.
- Manage grant budget; authorize all expenditures, assume responsibility for appropriate utilization of funds and establish a procedure for timely process and approval of expenditures, monitor detailed time payroll, and manage the budget allocated for activities ensuring all established project fiscal policies are followed.
- Serve as Title V liaison between activity participants and college administration for the purpose of assessing and planning program services and needs.
- Collaborate with faculty and administration in monitoring all components of activity to assure timely completion of development and pilot-test phases and project objectives as detailed in the grant implementation plans.
- Assist individual faculty members and departments to facilitate training activities designed to fulfill grant objectives.
- Oversee the development, training, and implementation of new instructional methodologies and curriculum innovations.
- Identify, determine, and purchase essential hardware and software to accomplish grant objectives.
- Interact with campus committees such as Technology, Staff Development, Divisional Council, Student Success, SLOs, and Curriculum.
- Supervise and evaluate assigned staff in accordance with college and district policies.
- Attend conferences and workshops to keep current in both technology and pedagogy related to technology for teaching and learning.
- Participate in monthly meetings with other key Title V personnel.
- Serve as a resource to the Vice President of Academic Affairs on issues pertaining to the person’s areas of responsibilities.
- Performs other related duties as assigned within the scope of this assignment.

MINIMUM DEGREE QUALIFICATIONS

*All degrees must be from U.S. Department of Education recognized accredited institutions.*

- A Master’s degree or the equivalent AND
- One year of formal training, internship, or leadership experience reasonably related to this assignment
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college faculty, staff and students.

*Candidates who have earned degrees from foreign institutions are required to submit both official translations and evaluations of their transcripts that have been prepared by a certified U.S. credential review service in order for the application to be considered.

DESIABLE QUALIFICATIONS

- Two years of formal training, internship, or leadership experience reasonably related to this assignment – faculty professional development, learning and teaching methodology, technology-related instruction and support to students.
- A minimum of three years experience in grants or specially funded programs in curriculum, instruction, faculty development, technology or teaching methodology in a community college.
- Demonstrated ability to effectively collaborate with faculty and administration; effective collaboration with grant partners and funding sources.
- New instructional and support services program development and program review experience, including curriculum, teaching methodology, faculty professional development, and online learning.
- Experience in faculty development and seminars for faculty on teaching, learning, and integrating technology into the classroom.
- Experience in project, budget, and instructional faculty personnel assignments and evaluation. Specially funded program experience, including grant compliance and accountability policy and procedures to respond to grant officer, auditors, and College/District personnel.
- Knowledge of LACCD policies and procedures and experience in instructional grant implementation, operations, accountability, program design, development, and piloting.
- Demonstrated ability to work independently, to take initiative, and to follow through.
- Ability to evaluate, prioritize and implement multiple responsibilities in a timely manner.
- Ability to communicate effectively orally and in writing.
- Two years of experience of instructional program-grant writing at the community college working with faculty and staff.
- Successful grant development, new revenue development, grant implementation, and grant management experience.

**SALARY AND BENEFITS:**
The basic salary range is from $108,873 to $139,762 annually. The selected candidate will be allocated within the salary range according to previous salary. Employee benefits include 15.5 paid holidays annually, 15-24 days paid vacation annually depending on length of District service, dental and vision care plans and a $50,000 group life insurance policy.

**APPLICATION PROCEDURE:**
For consideration in the selection process, all interested persons must submit a letter of intent and a resume outlining education and experience relevant to this position. The application materials must be received in one packet in the office of Academic Affairs, no later than 4:00pm on Friday, February 25, 2011. Application materials should be mailed to:

Robert Sprague  
Vice President, Academic Affairs  
West Los Angeles College  
9000 Overland Avenue  
Culver City, CA 90230  
(310) 287-4374

Application materials submitted electronically or via fax will not be considered.

West Los Angeles College is an Equal Opportunity Employer