



**LOS ANGELES COMMUNITY COLLEGE DISTRICT**  
CITY / EAST / HARBOR / MISSION / PIERCE / SOUTHWEST / TRADE-TECHNICAL / VALLEY / WEST

INVITES APPLICATIONS & NOMINATIONS FOR THE POSITION

# VICE CHANCELLOR

FOR EDUCATIONAL PROGRAMS  
& INSTITUTIONAL EFFECTIVENESS



**An Equal Opportunity Employer:**

Women, minorities and people with disabilities are encouraged to apply.

[www.laccd.edu](http://www.laccd.edu)



The Los Angeles Community College District announces an opening for the position of **Vice Chancellor for Educational Programs and Institutional Effectiveness**. Interested individuals who possess the required education and experience are invited to submit applications.

**ABOUT THE DISTRICT**

The Los Angeles Community College District (LACCD) is the largest community college district in the United States and is one of the largest in the world. The LACCD consists of nine colleges and covers an area of more than 882 square miles.

Over the past eighty-nine years the LACCD has served as educator to more than three million students. Affordable, accessible and practical, the LACCD offers opportunity to all, serving a diverse student population eager for skills, knowledge and upward mobility. LACCD educates almost three times as many Latino students and nearly four times as many African-American students as all of the University of California campuses combined. Eighty percent of LACCD students are from underserved populations.

Community colleges serve adults of all ages, meeting the needs of a society where “life-long learning” is the rule and multiple careers and continual retraining are the norm. More than half of all LACCD students are older than 25 years of age, and more than a quarter are 35 or older. More than any other California system of higher education, community colleges offer a first – and a second – chance for anyone who wants to succeed.

The LACCD is led by a Board of Trustees and Dr. Francisco Rodriguez, who began his tenure as Chancellor of the Los Angeles Community College District on June 1, 2014. At the LACCD, Dr. Rodriguez has set as his primary goal the building of the District’s profile and reputation as the best urban community college district at which to study and work. To accomplish this goal, Dr. Rodriguez is stressing an approach that includes a well-prepared and innovative faculty, responsive curriculum, excellent educational administrators, state-of-the-art buildings and equipment, superbly trained and professional support staff, and business and community engagement.

## POSITION DESCRIPTION

Reporting to the Chancellor, the Vice Chancellor for Educational Programs and Institutional Effectiveness is a member of the Chancellor's Executive Leadership Team and is responsible for district level coordination of instructional and student services operations and policy, and oversight of the district's strategic planning, institutional accountability and research functions.

## RESPONSIBILITIES

The Vice Chancellor for Educational Programs and Institutional Effectiveness:

- » Provides the Chancellor and the Chancellor's Cabinet with information on instructional, student services, planning and student success initiatives requiring coordinated district-wide forecasting and action.
- » Directs the activities of the administrative staff responsible for operating the units within the Educational Support Services Division, including the offices of Curriculum Support, Attendance Accounting, Specially Funded Program and Categorical Program Support, and Student Success.
- » Represents the District in joint academic and student service initiatives with area K-12, college and university partner institutions.
- » Coordinates and implements District Strategic Planning and accountability efforts and directs the activities of the administrative staff responsible for operating the District's Office of Research and Planning.
- » Supports the accreditation efforts of the LACCD colleges by coordinating the efforts of college Administrative Liaison Officers and Faculty Chairs, and overseeing district-level accreditation responsibilities.
- » Provides the District liaison to the Council of Academic Affairs (comprised of the colleges' Vice Presidents of Academic Affairs), the Council of Student Services (comprised of the colleges' Vice Presidents of Student Services), the District Planning Committee, and the District Research Committee.
- » Serves as the District's "custodian of records" for all student records and, when subpoenaed, testifies in court on the meaning and accuracy of those records.
- » Oversees the development of responses to annual external audits, weekly student contact hours (WSCH), apportionment, accreditation, state reporting, and categorical and special funds accounting audits, and coordinates corrective actions recommended in those audits.
- » Coordinates the assessment and development of annual goals & objectives for the Division.
- » Recommends all staff personnel transactions in the area of responsibility.
- » Performs other duties as assigned within the scope of the position.

## ENTRANCE QUALIFICATIONS

Applicants must meet minimum requirements as an administrator by:

- » A California credential authorizing administrative service at the community college level; **or**,
- » A master's degree (doctorate preferred) from an accredited college or university and completion of five (5) years of full-time leadership experience reasonably related to the administrative assignment.
- » A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of district faculty, staff and students.

## GENERAL REQUIREMENTS

**Health:** A medical certificate indicating fitness to engage in administrative work is required for new employees at the applicant's expense after selection from an eligible list and prior to employment.

## DESIRABLE QUALIFICATIONS

- » Knowledge of administrative procedures and practices of community colleges, including a commitment to shared governance, consensus building, and a team approach to management.
- » Working knowledge of federal, state, and other statutes, policies and procedures related to the administration of college educational programs and student services.
- » Experience with college strategic and educational planning and accountability efforts.
- » Demonstrated ability to set unit goals, monitor unit effectiveness, and manage administrative staff in the areas of: attendance accounting, institutional research, curriculum development, student success, and specially funded and categorically funded programs.
- » Demonstrated ability to plan, establish, and manage the budget of an administrative office.
- » Knowledge of institutional and instructional practices for enhancing student success, enrollment management, and relations with external educational partners.
- » Excellent interpersonal, verbal and written communication skills.
- » Personal characteristics necessary for working with students, employees, and the public in an administrative capacity, including high ethical standards, stability, good judgment, tact, and the ability to cooperate with members of the college community.

## SALARY AND BENEFITS

The current salary range is **\$180,921 to \$210,215**, annually. The selected candidate will be allocated within the salary range according to previous salary. Benefits include 15.5 paid holidays annually, 15 – 24 paid vacation days annually depending on the length of District service, medical/hospital, dental and vision care plans, and a \$50,000 group life insurance policy.



## APPLICATION PROCEDURE

To be considered for the position, all interested applicants must submit the following using the LACCD online application system at [www.laccd.edu](http://www.laccd.edu):

» **Online Application Form:** Applicants will be required to create an applicant profile account, whereby they will then be able to complete and save the online application form and submit the application materials listed below as attachments.

### Application Attachments:

- » A detailed letter of interest, preferably five (5) pages or less in length, providing background and experience examples which demonstrate how the applicant's knowledge and expertise relate to the position as described in the announcement.
- » A current résumé of professional experience, educational background, and other pertinent information.
- » Copies of transcripts from all institutions attended. **Please note:** If selected for the position, additional information including official transcripts will be required.
- » A list of four (4) references with names, addresses, email addresses, business and home telephone numbers.

Application materials will be accepted until **4:30pm** on **November 21, 2014**. All materials submitted become the property of the Los Angeles Community College District.

**Please note: Application materials forwarded by fax or email will not be accepted.**

After review of the application materials by the screening committee, applicants will be contacted only if selected for interview. Immediate filing is recommended.

To apply for this position, please visit: <http://laccd.peopleadmin.com/postings/1712>



## SELECTION PROCEDURE

- » All applications will be reviewed for entrance qualifications.
- » A district screening committee will review all completed and approved applications, evaluating applicants' qualifications in the areas of education and experience, and contacting those selected for an interview.
- » Selected candidates will be interviewed by the screening committee.
- » Based upon the screening committee's interview report, the Chancellor will interview recommended finalists.
- » The Chancellor will recommend one candidate to the Board of Trustees for appointment.

For more information, contact **Shawn Tramel** in the Office of Human Resources at **(213) 891-2281**. For more information on the Los Angeles Community College District, please visit our website at [www.laccd.edu](http://www.laccd.edu).

## BOARD OF TRUSTEES

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## DISTRICT ADMINISTRATION

**Dr. Francisco C. Rodriguez**, Chancellor

**Dr. Adriana D. Barrera**, Deputy Chancellor

**Dr. Felicito Cajayon**, Vice Chancellor for Economic and Workforce Development

**Bobbi Kimble**, Interim Vice Chancellor for Educational Programs & Institutional Effectiveness

**Dr. Albert J. Román**, Vice Chancellor for Human Resources

**Jeanette Gordon**, Chief Financial Officer/Treasurer

**Camille A. Goulet**, General Counsel

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## EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Los Angeles Community College district (LACCD) is an equal opportunity employer. The policy of the LACCD is to provide an educational, employment, and business environment free from prohibited discrimination in violation of state or federal law on the basis of actual or perceived ethnic group identification, race, color, national origin, ancestry, religion, creed, sex (including gender-based sexual harassment), pregnancy, marital status, cancer-related medication condition of an employee, sexual orientation, age, physical or mental disability, or veteran status. Individuals with legally-defined disabilities may request reasonable accommodation.