

Vice Chancellor of Educational Programs and Institutional Effectiveness (Interim)

Application Deadline: February 25, 2025

The Los Angeles Community College District is seeking a dynamic and experienced leader to temporarily oversee the Educational Programs and Institutional Effectiveness (EPIE) Unit. This interim position offers an exceptional opportunity for a senior executive to play a crucial role in providing strategic leadership for district-wide educational programs, student services, and institutional effectiveness initiatives across the district while a permanent search is launched. LACCD is the largest community college district in the United States and consists of nine colleges, covering an area of more than 882 square miles supporting 200,000 annual enrollments.

This is an Interim Educational Administrator position expected to last six (6) to twelve (12) months. No appointment or series of appointments may exceed a period of two years.

Reports To: Deputy Chancellor

Minimum Qualifications:

- Master's degree from a regionally accredited institution
- One (1) year of successful leadership experience in higher education administration
- Demonstrated cultural competency and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff

Desirable Qualifications:

- Doctorate in education, higher education administration, or a related field.
- Five years of increasingly responsible higher education management experience with a strong emphasis on academic program development, curriculum design, instructional delivery, and assessment.
- Demonstrated experience with strategic and enrollment management planning.
- Evidence of working cooperatively and productively with internal and external constituencies.
- Experience with in-person and online instruction.
- Community College Experience.
- Demonstrated experience in leading and managing diverse teams.
- Strong understanding of California Community College system policies and procedures.
- Experience with accreditation processes and standards.

- Knowledge of and commitment to equity, diversity, and inclusion in higher education.
- Excellent communication, interpersonal, and presentation skills.
- Experience with student services, including student housing.
- Strong analytical and problem-solving skills.
- Proficiency in data analysis and data-informed decision making

Knowledge and Abilities:

- Knowledge of current trends and best practices in higher education, including innovative teaching and learning methodologies.
- Ability to analyze data and use data-driven decision-making to inform program development and improvement.
- Ability to effectively communicate complex information to a variety of audiences.
- Ability to build and maintain strong relationships with faculty, staff, students, and community partners.
- Ability to work effectively in a fast-paced and dynamic environment.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Proficiency in using technology for teaching, learning, and administrative purposes.
- Strong commitment to student access, success, and equity
- Excellence in written and oral communication
- Strategic thinking and innovative mindset

Duties and Responsibilities:

- Lead Academic Deans, faculty, and staff in developing student-centered, equity-minded programs
- Serve as District Accreditation Liaison Officer
- Oversee curriculum compliance with state and federal regulations
- Provide applicable budget oversight
- Serve as district liaison to Chief Instructional Officers Council
- Monitor district-wide enrollment and student success metrics
- Manage related student basic needs programs including student housing
- Supervise academic scheduling timelines
- Manage data collection and analysis for program planning
- Ensure compliance with District agreements and policies
- Pursue grant opportunities and manage special funding
- Provide leadership and oversight for the development, implementation, and evaluation of all District student support programs, including basic needs and special programs
- Strengthen partnerships and negotiate transfer agreements
- Participate in district governance and Board of Trustee meetings
- Monitor legislation and policy implementation
- Manage MOUs and contracts
- Collaborate with fellow Vice Chancellors and Associate Vice Chancellors to achieve the goals and objectives of the district
- Oversee instruction-related policies and procedures implementation

- Provide leadership and oversight for the development, implementation, and evaluation of all District educational programs, including academic pathways, certificates, degrees, and transfer programs
- Collaborate with faculty, staff, and administrators across the colleges to ensure program alignment with District-wide goals, state regulations, and industry standards
- Oversee curriculum development, review, and approval processes
- Support the development and implementation of innovative teaching and learning methodologies, including online and hybrid learning
- Promote student success initiatives, such as early college programs, guided pathways, and student support services
- Advocate for and secure resources to support educational programs
- Represent the District on external committees and at professional conferences
- Stay abreast of current trends and best practices in higher education
- Conduct research and analysis to inform program development and improvement
- Prepare reports and presentations as required
- Supervise and mentor staff as assigned
- Perform other duties as assigned

SALARY

The current salary range is **\$260,530 - \$322,751**, annually. The selected candidate will be allocated within the salary range according to educational preparation and work experience. 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.

EVALUATION PROCESS:

1. A college search and interview committee will review all complete applications received. The committee screening will involve an evaluation of the candidate's qualifications in the areas of training, experience, and personal fitness as determined from the application package.
2. Selected candidates will be invited for an interview following the committee screening.
3. Based upon the screening committee's interview report, the Deputy Chancellor and the Chancellor will interview recommended finalists.
4. The Chancellor will recommend one candidate to the Board of Trustees for appointment.

FILING AN APPLICATION:

Applicants will be required to file the application using web-based software to create an applicant profile account, allowing documents to be saved and uploaded as attachments.

Please visit <https://laccd.csod.com/ats/careersite/search.aspx?site=6&c=laccd> to apply for this position. **For consideration in the selection process, all interested applicants must submit the following:**

1. A letter of interest, not to exceed three pages, that addresses how the minimum and desired qualifications are met;

2. A current resume summarizing how the candidate meets the above qualifications for the position;
3. An unofficial copy of all post-secondary transcript(s), with degree posted. Official Transcripts are required if you are selected for the position. Documentation from an approved foreign transcript evaluator is required for degrees received from other countries. You can obtain a listing of approved foreign evaluation agencies at the California Commission on Teacher Credentialing: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.
4. A list of three professional references that include the reference's title and complete contact information.

The completed application package must be filed no later than 4:30pm on February 25, 2025 to be considered. All materials submitted will become property of the LACCD. After review of application materials by the selection committee, candidates will be contacted **only if** selected for interviews. Application documents submitted via fax, email or in hard copy format will not be accepted.

Employment is contingent upon verification of qualifications. LACCD reserves the right to modify and/or withdraw this position at any time. If you have questions regarding the application process, please contact:

Leisa Biggers,
Director, Human Resources
biggerlv@email.laccd.edu

Individuals protected by the Americans with Disabilities Act (ADA) may request an accommodation in the selection/interview process with at least three business days prior notice. Documentation of the need for accommodation may be requested.

Equal Employment Policy

The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified candidates for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices including recruitment, hiring, placement, upgrading, transfer, demotion, and treatment during employment, rate of pay or other forms of compensation, selection for training, layoff or termination. A vigorous equal employment opportunity program will be maintained to ensure a diverse work force and to achieve expected representation of qualified members of under-represented groups through the implementation of specific result-oriented plans and procedures (Board Rule 101301).

The Los Angeles Community College District is an Equal Opportunity Employer and Educator