



LOS ANGELES COMMUNITY COLLEGE DISTRICT

## PROFESSIONAL OPPORTUNITIES

**THE BOARD OF TRUSTEES OF THE  
LOS ANGELES COMMUNITY COLLEGE DISTRICT  
Invites Applications & Nominations for  
Interim Chancellor**

### **THE POSITION**

The Los Angeles Community College District is searching for an **Interim Chancellor** with a passion to lead and serve students who reflect the rich tapestry, culture and history, and future of the Los Angeles region. We know first-hand that what we do as community college educators is transformative, and that education provides the best opportunity for the social and economic mobility of students and our communities – an impact that lasts for generations. **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.**

The Chancellor reports to the Board of Trustees, is the District's senior academic administrator, and serves as the lead executive responsible for providing stable visionary leadership to the largest and most diverse multi-college district in the nation. They will provide strategic direction to ensure that the District achieves the goals set forth by the Governing Board.

**The Los Angeles Community College District (LACCD) requires a highly experienced, visible, dynamic and visionary individual to collaborate with all constituencies as the District seeks to serve the diverse needs of the Los Angeles communities by addressing the following challenges and opportunities:**

- To forge unity by strengthening relationships between the colleges and the District to meet the educational and workforce needs of the students and all the communities, while striking the right balance between centralization and decentralization.

- To provide wise leadership and an innovative approach in a challenging economic climate by maintaining judicious and forward-thinking fiscal oversight while vigorously advocating at the state and federal levels on behalf of LACCD.
- To develop a unified, integrated, and successful effort to address accreditation issues.
- To continue to strengthen relationships and expand partnerships with business, industry, and the education community.
- To continue to generate new sources of financial support in a time of decreasing traditional resources and increasing demand for programs and services.
- To support a collegial environment, value participatory governance, and actively engage the governing board, faculty, staff, and administration.
- To address the communication challenges of a large, highly complex institution, by affirming the individual character and culture of the District's nine colleges while fostering collaboration, common vision for all, and personally engage in the life of the District and all of the Colleges.
- To encourage innovation and spearhead a District-wide student success initiative to improve retention and completion, graduation, and transfer rates throughout the District's Colleges.
- To bring integrity and transparency to the final stage of bond measure support projects and develop a long-term strategy for maintenance and refurbishment of an aging infrastructure.
- To improve efficiency throughout the District by involving and empowering stakeholders while building consensus around commitment to students and common interests.

### **DESIRABLE QUALIFICATIONS**

- **At Least Five Years:** Successful full-time experience as an administrator (i.e. College president, Vice Chancellor, CEO or equivalent) in accredited institutions of higher education.
- **Demonstrated Experience:** Working with complex budgets; shared governance, and collective bargaining environments.
- **Administrative Leadership:** Experience in leading and managing administrative teams, departments, or divisions within an educational institution.
- **Budgeting and Financial Management:** Skills in budget development, fiscal planning, and financial oversight, ensuring efficient use of resources and adherence to budgetary constraints.
- **Board Meeting:** Creating and Coordinating Board Agenda Activities
- **Policy Development and Implementation:** Ability to develop, implement, and enforce policies and procedures that support the mission and goals of the community college.
- **Strategic Planning:** Experience in strategic planning processes to set goals, establish priorities, and allocate resources effectively.

- **Facilities Management:** Knowledge of facilities planning, maintenance, and operations to ensure a safe environment conducive to learning environment.
- **Human Resources Management:** Skills in managing human capital, including recruitment, labor relations, collective bargaining, professional development, performance evaluation, and compliance with employment laws.
- **Student Services:** Understanding student support services, such as counseling, career services, academic advising, enrollment management, and increasing access to basic needs such as food and housing.
- **Technology Integration:** Familiarity with integrating technology into administrative operations and academic programs to enhance efficiency and student learning outcomes.
- **Community Engagement:** Experience in fostering partnerships with local communities, businesses, government agencies, and educational institutions to support the college's mission and initiatives.
- **Crisis Management and Risk Assessment:** Ability to handle crisis situations, assess risks, and implement strategies for mitigation and response.
- **Teaching:** Experience is desirable and excellent communication skills are essential.
- **Successful Experience:** Working and leading with populations (faculty, staff, students, and community) of diverse ethnic, linguistic, and socioeconomic backgrounds.
- **Collaboration:** A results-oriented collaborator, who promotes a culture of inquiry, innovation and evidence, and aligns plans and implementation efforts to measurable objectives.
- **California Experience:** In public higher education, including knowledge of State and federal governance and the political process, and knowledge of accreditation standards.
- **Doctorate Degree:** Earned doctorate from an accredited institution preferred.
- **Diversity:** Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of district faculty, staff and students.

### **MINIMUM QUALIFICATIONS**

Per Education Code, the minimum qualifications for service as an educational administrator shall be both of the following:

- (a) Possession of a master's degree; and
- (b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

## **REQUIRED KNOWLEDGE, SKILLS, ABILITY**

To be successful in the position, the Interim Chancellor must have:

1. Knowledge, experience and full understanding of the higher education landscape, shared governance, the role of an urban community college and the dynamics within the multi-cultural communities it serves.
2. A commitment to and relevant experience in advancing diversity, equity and inclusion and access policies, practices and programs.
3. Knowledge and experience in developing, implementing and maintaining effective business and administrative systems in an institution of higher education, including: budget development and administration; labor relations, employment and personnel services; computing, communications and information management; technology, facilities and property management.
4. Knowledge and experience in developing and implementing effective enrollment management plans, preferably in a unionized multi-college environment.
5. Experience in academic management, college finance and personnel, including enrollment management, preferably at the level of college president, senior executive or equivalent.
6. Knowledge of applicable business and financial policies, regulations and practices at the California Community Colleges.
7. Knowledge of applicable laws, rules and regulations governing the California Community Colleges, as well as educational policy issues facing the community colleges such as the Student-Centered Funding Formula, Student Basic Needs, Equity Programs, Guided Pathways, Dual Enrollment, Baccalaureate degrees, and AB 705/1705 implementation.
8. Influence and resourcefulness to pave the way for ongoing student access, success and completion by forging partnerships with outside entities, including K-12 school districts, four-year colleges and universities, community-based organizations, and employers. These partnerships will focus on creating opportunities for students, especially those from historically underserved and low-income populations.
9. Demonstrated ability to analyze and, where necessary, improve the internal procedures, effectiveness and efficiency, and flow of work within the administrative units of a multi-college district.
10. Coordinate the development of appropriate documentation regarding district business practices and procedures; develop and implement effective communication practices and protocols.
11. Demonstrated skills as a supervisor and manager, including the ability to set goals.
12. Exercise good team building and coaching skills as a supervisor and manager; identify the knowledge and skills needed by the staff to be successful, and provide for on-going training and professional development.
13. Demonstrated skill as an effective writer and speaker.

## **SALARY**

Competitive salary commensurate with experience. Includes paid holidays and vacation and eligibility for comprehensive medical/hospital, dental, and vision care plans.

## **FILING AN APPLICATION**

To be considered for this position, applicants are required to complete the application using web-based software to create an applicant profile account, allowing documents to be saved and uploaded as attachments.

The application address is <https://laccd.csod.com/ats/careersite/search.aspx?site=6&c=laccd>.

To ensure consideration of applications by the search committee, applicants are strongly encouraged to file their applications early. Primary Application materials received by **September 20, 2024 will receive first consideration. The position will be open until filled.**

### **All applicants must submit the following:**

1. A completed LACCD application.
2. A letter of interest of no more than 5 (five) pages describing the skills, education and experiences gained to equip you with the ability to successfully meet the responsibilities described above.
3. A current curriculum vitae/resume of professional experience, educational background and other pertinent information.
4. The names of eight (8) professional references with business and home telephone numbers, including two supervisors, two subordinates (including one support staff member), two faculty, and two community members. Copies of transcript(s) (unofficial transcripts accepted to apply, however, official transcripts will be required if selected for the position). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries. For a list of approved foreign transcript evaluation agencies, please go to the: Commission on Teacher Credentialing at <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

**Official transcripts will be required if selected for the position.**

Employment is contingent upon verification of qualifications. LACCD reserves the right to modify and/or withdraw this position at any time.

**All confidential inquiries and/or nominations should be directed to:**

Leisa V. Biggers  
Director of Human Resources  
[BIGGERLV@EMAIL.LACCD.EDU](mailto:BIGGERLV@EMAIL.LACCD.EDU)  
(213) 891-2227

### **Americans with Disabilities Act (ADA) Notice**

Applicants and nominees who believe they are covered under the Americans with Disabilities Act (ADA) who require accommodation during any part of the interview or selection process must submit a written request with documentation at least three business days prior to the date of need of the accommodation.

### **EEO Non-Discrimination Notice**

It is the Los Angeles Community District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity of the District on the basis of actual or perceived ethnic group identification, race, color, naturalization, ancestry, religion, creed, sex (including gender-based sexual harassment), gender identity and expression, pregnancy, marital status, cancer-related medical condition of any employee, sexual orientation, age, physical or mental disability, or veteran status.

The Board of Trustees commits the District to vigorous EEO in all aspects of its academic and classified employment programs, including recruitment, selection, assignment, retention, promotion, and transfer. The District strives to achieve a workforce that reflects the diversity of the state's population and is welcoming to all persons from all other groups protected from discrimination to ensure the District provides an inclusive educational environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas.

### **BOARD OF TRUSTEES**

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