Los Angeles Mission College
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

Learning Resource Center Director- ISA

ISSUE DATE: September 7, 2010  DEADLINE DATE TO FILE: October 19, 2010

Los Angeles Mission College is seeking a Learning Resource Center Director. This is a tenure-track Instructor Special Assignment (ISA) position. It is a full-time, 35 hour per week, D-Basis assignment.

MINIMUM QUALIFICATIONS:

- Minimum qualifications to teach any master's level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employee.

  OR

- Master’s degree in education, educational psychology, or instructional psychology, or other master’s degree with emphasis in adult learning theory.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college faculty, staff, and students.

DUTIES AND RESPONSIBILITIES:

The Learning Resource Center Director will work under the supervision of the Dean of Academic Affairs. The director will develop, coordinate, and implement tutorial responses to provide learning support to students in multiple subject areas. The director will also supervise general computer usage and will monitor lab activities.

- Develops student service outcomes and completes yearly unit assessments.
- Implements policies, procedures, and processes designed to improve student learning outcomes.
- Provides academic support programs for upper level transfer students.
- Evaluates and selects appropriate materials, media programs, and equipment.
- Makes recommendations in the hiring and evaluation of tutors and staff, both classified and unclassified. Provides training and day-to-day supervision of all staff assigned to the project.
• Develops partnerships with academic departments, instructional faculty, counseling, and educational programs in order to provide support for the enhancement of teaching and learning.
• Provides leadership in planning, implementing, and assessing learning support services.
• Analyzes problems and recommends cost-effective solutions ensuring a smooth flow of operations and assistance to provide learning support to students and the campus community.
• Develops, coordinates, and administers program budget and prepares operational plans.
• Explores best practices, presents relevant new strategies to enhance student success.
• Act as liaison with Information Technology in planning and facilitating the installation and maintenance of computer hardware, software, and other equipment and supplies.
• Establishes procedures to protect departmental assets.
• Maintains accurate records regarding lab usage and submits apportionment documentation.
• Develops and maintains marketing materials as well as current information in college publications.
• Ensures adherence to all applicable college, district, state, and federal requirements
• Participates in campus-wide activities and committees.
• Participates in professional organizations and maintains an understanding and working knowledge of current ideas, research, and practices.
• Markets Learning Center resources to campus community
• Represents LA Mission College at professional conferences and workshops.
• Performs other duties as assigned.

DESIRABLE QUALIFICATIONS:

• Two years college level teaching experience and two years experience in learning support including innovative use of technology, development of tutorial services and additional learning support.
• Demonstrated leadership experience in planning, organizing, and implementing academic support programs and services for students.
• Demonstrated success in curriculum development, program budgeting, instructional technology, and shared governance
• Demonstrated use of institutional research in an academic setting.
• Understanding of computer networks and computer assisted instruction.
• Experience and knowledge of noncredit program challenges and opportunities
• Knowledge of credit and noncredit regulations and compliance procedures
• Strong ability to communicate effectively both orally and in writing
• Strong analytical, verbal, and written skills.
• Strong leadership, motivational, interpersonal, and team-building skills.
• Knowledge of the mission of the California Community Colleges.

**SALARY AND BENEFITS:**

Salary ranges from $57,120 to $88,932 for the 12 month academic year, depending on experience and professional preparation. An excellent benefit package, which includes medical, vision, dental, and life insurance is available for the employee and eligible dependents.

**APPLICATION PROCEDURE:**

All interested applicants must submit the following:

- A cover letter of 3 pages or less and a current resume summarizing how the candidate meets the above qualifications for the position
- A completed Los Angeles Community College District application form for Faculty Position can be obtained at [http://www.laccd.edu/district_resources/documents/C101_Faculty_Application_2009.pdf](http://www.laccd.edu/district_resources/documents/C101_Faculty_Application_2009.pdf)
- Copies of transcript(s) from accredited institutions (official transcripts will be required at the time of hiring). Documentation from an approved foreign transcript evaluator is required for degrees received from other countries;
- Names, position titles, addresses, and contact information for 3 references

Send applications, letters and supplementary materials to:

Dorothy Mundt  
Academic Affairs  
Los Angeles Mission College  
13356 Eldridge Ave.  
Sylmar, CA  91342-3245

The completed application package must be received no later than 4:00 pm on October 19, 2010  
For questions regarding application process, please contact Dorothy Mundt at 818-364-7635.

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