

JOB TITLE: Dean of Career, Continuing, and Technical Education

PAY GRADE: Subject to Educational Administrator Salary Schedule

LAST REVISED: May 2017

*Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in each job. They are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs, policies or practices.*

SUMMARY DESCRIPTION

Under administrative direction of the Vice President, Instruction, serves as a member of the District's Management team as primary administrator to provide leadership and vision for credit and non-credit workforce education programs in the business, technology, and advanced manufacturing fields and in matters related to Career Technical Education (CTE), continuing education, and contract education. Responsibilities include establishment and maintenance of relationships with business, industry, and community partners to determine workforce development and program needs and with program faculty and staff to assist in the design, development, assessment and renewal of program curricula to ensure program responsiveness to industry and workforce needs. This position will also supervise, motivate, and evaluate faculty members, deans and program directors, and support staff in related programs within the division.

REPRESENTATIVE FUNCTIONS

- Provide leadership for and oversight of business, technology, and advanced manufacturing education programs.
- Provide leadership for and oversight of continuing education programs including Community Ed., OLLI, Adult Education.
- Provide leadership for and oversight of the college's Center for Applied and Competitive Technology program and related contract education programs, services, and grants.
- Provide leadership for and oversight of the college's Carl T. Perkins Career Technical Education Grant and related program needs.
- Provide leadership for and oversight of the college's Strong Workforce Initiative endeavors.
- Coordinate workforce education research and analysis including appropriate marketing research, data collection and analysis, as well as current pedagogical advances.
- Foster and maintain collegial and collaborative working relationships with division faculty, managers and staff in all areas.
- Coordinate and oversee annual and long range division planning and evaluation processes and budgeting for areas of responsibility.
- Provide leadership for and coordinate student recruitment activities of faculty.
- Work with faculty to design and revise courses, identify and prioritize division resources, coordinate assignment of course offerings, schedule development, room assignments for business, technology, and advanced manufacturing programs.
- Oversee management of division facilities including periodic inspections of classrooms, labs, storage rooms, server rooms, and other relevant facilities components.
- Maintain currency in and enforce college policies and procedures, as well as collective bargaining agreements, state, and federal regulations related to areas of responsibility.
- Ensure compliance with state mandated performance measures and utilize data for continual program improvement.
- Recruit and recommend the employment of both full and part-time faculty and ensure that credentials comply with all applicable licensing and accreditation requirements.

- Mentor, supervise, and evaluate all relevant division managers, faculty and staff.
- Assume a leadership role in the advisement of students (student complaints, concerns, petitions, etc.) and serve as information/resource person for the public.
- Initiates, facilitates, and coordinates partnerships and articulation with regional feeder high schools and their CTE/vocational education programs.
- Serves as a liaison with Student Services, Administrative Services, and Business Services, as appropriate.
- Prepares and delivers written and oral reports for the Board of Trustees.
- Develops effective partnerships with businesses and industries in the identification of training, internship, and apprenticeship needs and serves as liaison to these entities.
- Serves as the college's liaison with local workforce development boards.
- Coordinates and oversees the functioning of program advisory boards in the areas of responsibility.
- Attends local, regional, statewide, and national meetings to maintain professional growth and represent the college.
- Assist in carrying out the mission of the college by collaborative service on the college's Dean's Council, Curriculum Committee, and on other councils, taskforces, and committees as needed or requested by the Vice President of Instruction.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- **Licenses/Certifications:** Valid California Driver's License, Class "C" or higher.
- **Degrees/Experience:** Master's Degree in any subject matter field, and one year of experience related to the duties of the position.
- **Knowledge of** Laws and regulations pertinent to the administration of instructional programs in California Community Colleges; instructional practices and techniques; curriculum development and program approval processes; personnel management practices and techniques of supervision; employment processes; collective bargaining processes; grant funding opportunities and grant writing; career and technical business partnerships, student internship and career development; accounting and budgeting methods; data collection, research and report writing; computers and related equipment; safety practices.
- **Ability to** Lead and supervise faculty and classified staff; prepare and manage budgets; evaluate work performance of faculty and staff; communicate effectively in writing; verbally; communicate effectively; speak in public; read and comprehend technical and professional journals and reports, textbooks; and other pertinent material; set priorities and establish goals and objectives; interact effectively with District faculty and staff, a variety of specialized and diversified business and industry partners and the general community; organize work and manage time effectively; demonstrate integrity and consistency; conduct effective meetings; effectively coordinate group work efforts; conduct research, interpret data, and report results; operate computers; stimulate motivate the faculty, staff, and students; plan and manage in an environment of shared governance; inspire and promote socioeconomic and cultural diversity.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Work is performed primarily in a standard office setting.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.
- **Hearing:** Hear in the normal audio range with or without correction.
- **Physical:** Must be able to function in an office environment engaged in work of primarily a sedentary nature, and to accomplish the following with or without a reasonable

accommodation. *Almost Constantly:* Sit, to accommodate desk work, utilize vision to read printed material and computer screens; utilize hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment; utilize manual and/or finger dexterity to keyboard and/or utilize mouse to operate microcomputers and other office equipment; stand upright and forward flexing, stoop, lift (from low, level, .and overhead (maximum of 50 lbs.), carry (maximum of 50 lbs.), push and pull to move mail, packages, desks and other furniture; maintain cardio-vascular fitness to function effectively in stressful situations. *Occasionally:* Walk, to move about office and campus; utilize manual and/or finger dexterity to drive an automobile to accomplish official travel inside and outside the District.

NOTE:

1. Salary for this position is established by the Educational Administrator Salary Schedule.
2. Placement on the salary schedule is established at the time of hire.
3. This position is considered exempt from overtime under FLSA (*Fair Labor Standards Act*)
4. This position is part of the SCMA Bargaining Unit.
5. Classification III, Blood borne Pathogens Exposure Control Program apply to this position.