

DEAN, CAREER EDUCATION AND WORKFORCE DEVELOPMENT

DEFINITION:

Under the direction of the Vice President of Academic Affairs, the Dean of Career Education, Workforce Development serves as the primary administrative contact and provides oversight for the development and maintenance of career technical education programs and additional workforce initiatives including but not limited to Strong Workforce, Perkins, VTEA, Contract Education, general Community Education programs, Partnership Agreements, work-based learning, and other transitional workforce programs. In addition, the Dean may provide leadership over continuing education programs and services and select categorical and grant-funded programs. The Dean will ensure adherence to federal and state regulations in the use of funds, representing the district/college in the state and regional occupational administrative groups, and directing the development and coordination of potential partnerships with businesses, industry, universities, high schools, and community organizations as they relate to career pathways and programs.

DISTINGUISHING CHARACTERISTICS:

The Dean is an educational administrator position responsible for managing the planning, operation and evaluation of the Career Education and Workforce Development department. This classification is distinguished from other management positions in that it has significant authority over and oversight of academic fields with responsibility for accomplishing planning and operational goals and objectives of the division.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Demonstrate effectiveness in serving students from diverse backgrounds and/or historically underrepresented groups as they pursue their academic and career goals.
- Plans, organizes, manages, and administers the operations of the career and technical education departments/programs.
- Perform needs analyses and environmental scans, market surveys, and other pertinent research as necessary to help identify viable and sustainable courses and programs that will benefit students and the institution, in addition to working collaboratively with deans, department chairs, faculty, and staff to support the implementation of programs.
- Establishes the division's goals, objectives, policies, and standards; evaluates applicable federal, state, and local regulations, policies, and procedures and ensures compliance.
- Stays abreast of relevant trends in career and technical education and high-impact practices related to intersegmental collaboration among educational and business/industry partners and engages in professional development programs and activities to maximize contributions to the District and the community
- Facilitate, in coordination with instruction, the articulation of college instructional programs with district-area high schools, local, state, and federal agencies, four-year institutions, and community-based agencies, including business and industry.
- Directs, manages, assigns, and evaluates the daily work of faculty and classified staff; trains employees on work procedures, standards, and requirements; interviews and recommends

selection of job applicants; appraises employee performance, conducts counseling on work issues; prepares documentation and improvement plans for deficiencies, and recommends performance recognition and disciplinary action, participates in tenure reviews.

- Provides leadership over programs such as Accounting, Administration of Justice, Aviation, Business, Child Development, Computer Science/Information Systems, Economics, HVAC, and Water Resources Management.
- Oversees curriculum development, researching new program areas, preparing proposals, working with faculty, reviewing and approving submittals, coordinating with committee and department chairs, and ensuring compliance with state, articulation, and legal issues.
- Works closely with the Dual Enrollment Director to identify and establish opportunities for effective career and technical education dual enrollment/CCAP and concurrent enrollment programming.
- Assists with budget management, marketing efforts, retention, advising, data collection, and research.
- Works collaboratively with institutional research to prepare program data, reports, and narratives for effective evaluation and ongoing development of assigned programs.
- Work with local business community, schools, and college representatives to create career and workplace learning educational partnerships
- Plan and coordinate professional development and in-service training for the division's faculty, staff, and administrators.
- Provide leadership for the development, establishment, and ongoing support of apprenticeship training programs.
- Provide leadership for Joint Partnership Agreements (JPA) in first responder fields such as law enforcement and fire and serve as liaison between the college and South Bay Regional Public Safety Consortium.
- Oversees course scheduling including planning, staff utilization, FTES, efficiency and enrollment management within the division oversees division marketing activities.
- Allocates personnel and resources to optimize departmental efficiency and effectiveness.
- Serves on various internal and external committees, meetings, and organizations, representing the career and technical education area, to coordinate operations, conduct outreach, establish cooperative relationships, resolve problems, and coordinate with other agencies and programs.
- Develops and administers the division budget; monitors and approves expenditures, ensures proper fund allocations, and researches and approves grant expenditures.
- Investigates, evaluates, and resolves complex issues and problems such as faculty-student conflicts, grade dispute reviews, conflict arbitration, grievances, cheating, and honesty accusations.
- Prepares full-time and part-time load and salary step calculations, overloads, office hours, and other matters to ensure accurate payroll for faculty.
- Oversees the scheduling, coordination, and use of facilities and equipment for instruction and participates in long- and short-term planning.
- Works collaboratively with other Deans and administrative leadership.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision and evaluation.
- Principles and practices of curriculum development and evaluation.
- Principles and methods of instruction at the community college level.
- Applicable laws, codes, regulations and requirements.
- One or more fields within career and technical education.
- Planning, organizing, assigning, directing, and reviewing a major faculty division and assigned program areas.
- Selecting, training, motivating, and evaluating faculty, classified and supervisory staff.
- Developing, implementing, and interpreting goals, objectives, curricula, policies, procedures, and work standards.
- Analyzing complex problems, evaluating alternatives, and implementing effective courses of action.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Representing assigned areas effectively in meetings with others.
- Preparing clear and concise reports, correspondence, and other written materials.

Skills and Abilities to:

- Ability to collaborate with other administrators, faculty, and staff, to assist in the development of the local and regional Strong Workforce plans and other Career Technical Education and Workforce Development opportunities
- Ability to facilitate collaboration between Instructional and Student Services faculty and staff
- Experience creating and maintaining partnerships with relevant community and professional organizations, including program advisory committees, private industry and public agencies
- Knowledge of computer software available for various research, tracking, reporting, and documentation activities
- Relate effectively with diverse students, faculty, personnel, and community members.
- Communicate effectively orally and in writing with students, faculty, personnel, outside agencies, and representatives and relate well to the College community and students.
- Develop consensus-building skills.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Licenses, and Other Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.
- In accordance with Title V, must possess a master's degree and one year of formal training, internship, or leadership experience reasonably related to the assignment.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

- A Master's Degree in a relevant field from an accredited college or university.
- At least one (1) year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

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

While performing the duties of this class, employees may sit or stand for extended periods and are regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. Duties require close vision and the ability to adjust focus. Use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex and ambiguous problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work under changing, intensive deadlines on multiple concurrent tasks; and interact with all levels of the District, students, public officials, members of the media, vendors, the public and others encountered in the course of work. Work is typically conducted in an office environment. May require work in the evenings and/or on weekends and travel as part of the assignment.