



Position Description

Position: Dean, Career & Technical Education	Position Number: M-_____
Department/Site:	FLSA: Exempt
Evaluated by: Vice President, Instruction	Salary Range: _____

General Description

Under the direction of the Vice President of Instruction, the Dean of Career & Technical Education supervises the operation of the District's career and technical programs, including Transportation Technology Department, Cosmetology Department, Career Programs/Vocational Education, VTEA, Tech Prep, and a variety of other assignments as determined by the Vice President. This is a twelve month management assignment with administrator retreat rights. The Dean must qualify for a current Citrus College Faculty Services Areas (FSA).

Essential Duties and Responsibilities

- Maintains leadership role in instructional short and long range planning.
- Participates in the goals of the District instructional team
- Plans and develops class schedule.
- Participates in the hiring and evaluation of faculty and staff.
- Participates in shared governance of the institution.
- Develops and maintains assigned budget.
- Resolves conflict.
- Works with business and government agencies.
- Performs other duties as assigned.

Minimum Qualifications

- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students AND
- Possession of a Master's degree OR
- The equivalent (It is the candidate's responsibility to provide evidence and justification for equivalency.) AND
- One year of formal training, internship, or leadership experience reasonably related to the administrator's assignment.



Position Description

Preferred Qualifications

- Formal training, internship, or leadership experience in an educational setting.
- Evidence of the ability to work in a shared governance (collegial) environment.
- Experience working with business and government agencies.
- Evidence of willingness to promote flexible and creative strategies, curriculum, and scheduling of classes.
- Evidence of ability to embrace/promote use of technology mediated instructional techniques.
- Represent the District/College at the state level.