



Position Description

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| Position: Director of Vocational Education | Position Number: M-_____ |
| Department/Site: | FLSA: Exempt |
| Evaluated by: Dean of Career, Tech, Continuing & Contract Ed | Salary Range: _____ |

General Description

Under the direction of the Dean of Career, Tech, Continuing & Contract Ed., the Director of Vocational Education supervises the operation of the District's vocational education instructional programs. Supervision of this program includes, but is not limited to, vocational education curriculum and programs; hiring and evaluation; student recruitment; budgets; business and industry contacts; scheduling; textbook adoption; District policies and regulations; statewide partnerships and organizations; writing grant applications and reports; coordinating and maintaining records; supervising staff. This is a twelve month management position with retreat rights. The final applicant must qualify for a current Citrus College Faculty Service Area.

Essential Duties and Responsibilities

- Maintains leadership role in departmental short and long range planning.
- Maintains required records for federal and state audits.
- Facilitates the creation of articulation agreements with secondary schools and universities for vocational courses and programs.
- Maintains vocational education inventories.
- Coordinates annual Water Awareness Day.
- Supervises vocational education programs as assigned.
- Coordinates and maintains records for all vocational education advisory committees.
- Represents the college in local, regional and statewide partnerships and organizations.
- Represents vocational education on college instructional committees.
- Writes grant applications and reports for VATEA and other economic development.
- Participates in the development, review, and implementation of curriculum and programs.
- Participates in the goals of the District instructional team.
- Participates in the hiring and evaluation of faculty and staff.
- Prepares class schedules, faculty assignments, calculation of faculty load and attendant budgetary costs.
- Participates in shared governance of the institution.
- Develops and maintains assigned budgets: District, VATEA, Tech Prep and any other grant budget received.
- Resolves conflict.
- Performs other duties as assigned.



Position Description

Minimum Qualifications

- Possession of any Master's degree AND
- One year of formal training, internship, or leadership experience reasonably related to this management assignment.
- Successful grant writing experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.
- Earned degrees received by the closing date from an accredited institution, or an equivalent foreign institution
- Foreign transcripts evaluated and transcribed by a bonafide evaluation service.
- Evidence of the ability to communicate effectively in English with a diverse population, both orally and in writing.
- Evidence of interest in managing vocational instructional departments in a community college setting.
- Evidence of the ability to work effectively with staff and students from diverse backgrounds.
- Evidence of knowledge of classroom instruction and community college curriculum.
- Evidence of the ability to work in a shared governance (collegial) environment.
- Evidence of knowledge of statewide and local issues regarding the community college role in economic development.
- Evidence of knowledge of federal and state guidelines related to VATEA, Tech Prep, and School-to-Career.

Preferred Qualifications