



POSITION DESCRIPTION

Dean of Career/Technical and Continuing Education

Position..... Dean of Career/Technical and Continuing Education

Department/Site Academic Affairs

FLSA..... Exempt

Evaluated by..... Vice President of Academic Affairs

Salary Range M-77

General Description

Under the direction and supervision of the vice president of academic affairs, the dean of career, technical, and continuing education will lead and administer all aspects of supervision, assistance, and oversight for various career technical education (CTE) instruction, continuing education, and workforce development programs, including the design, delivery, staffing, administrative support, supervision, and evaluation of programs. The dean will foster cooperative working relationships among District divisions and programs and with various public and private groups; oversees curriculum development, faculty hiring and evaluation; and ensures compliance with applicable federal and state laws and regulations. The dean will manage and monitor student enrollment, program review, student learning outcome assessment, and all related records and reports, lead the integrated programming initiatives using a data-informed and student-centered approach to learning, actively support the implementation of a variety of instructional methods, and collaborate with regional workforce development leaders.

This is a 12-month academic management position.

Essential Duties and Responsibilities

- Provides direction and support to faculty in the development, revision, and evaluation of division curriculum and materials.
- Fosters cooperative working relationships among divisions and programs as well with various public and private groups.
- Oversees curriculum development.
- Regularly monitors Strong Workforce and Perkins funding policies, terms, and conditions and works on completing local and regional plan documents in collaboration with CTE leads.
- Keeps abreast of institutional planning and assessment efforts as they relate to Career Technical Education (CTE), noncredit, Strong Workforce and Perkins projects.
- Oversees and coordinates program faculty efforts to achieve objectives as stated in each approved local and regional work plan.
- Works directly with diverse faculty and staff to develop and maintain CTE instruction, curriculum, and continuing education programs, projects, activities, and grants.
- Directly interacts with students, faculty, staff, and industry advisory councils and/or groups.
- Reviews and approves division curriculum development proposals, course outlines, program changes, textbook recommendations, field trip requests, credit by examination requests, and program requirement waivers.
- Reviews instructional programs for compliance with applicable state and federal law, regulations and guidelines, District policy and procedure, and responsiveness to the needs of a culturally diverse community.
- Represents the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations related to the assignment.
- Develops schedule of classes and all instructor assignments.

Dean, Career, Technical, and Continuing Education

Revised 09-15-21



POSITION DESCRIPTION

Dean of Career/Technical and Continuing Education

- Leads a variety of special programs as assigned by the vice president of academic affairs.
- Assumes full management responsibility for all Career/Technical and Continuing Education Division.
- Provides consultation and technical expertise to faculty, staff, students, outside agencies and others concerning division operations and activities; provides detailed and technical information concerning division programs, curriculum, services and courses.
- Ensures mandated reports are submitted according to established timelines.
- Provides administrative and professional leadership and direction for the Division and District.
- Effectively recommends the hire, transfer, suspension, lay-off, promotion, assignment, discipline, training, professional development, direction and evaluation of work, and addresses grievances of all division personnel.
- Responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel.
- Oversees evaluation of the performance of academic and classified staff assigned to the division, and providing direction and assistance wherever a need for improvement is identified.
- Responds to difficult and sensitive student, faculty, and staff inquiries and complaints and assists with resolutions and alternative recommendations.
- Plans, organizes, directs, and coordinates the work of assigned staff and faculty.
- Responsible for timely and accurate preparation, submission and administration of division and grant budgets.
- Prepares and administers large and complex budgets; allocates limited resources in a cost-effective manner.
- Manages, develops, and administers the division's annual budget; participates in identification of and application of external grant funding sources.
- Responsible for completing annual and comprehensive program reviews, and evaluating proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings.
- Responsible for scheduling of classes, staffing and available facilities, supplies, equipment and materials. Monitors enrollment, cancels and changes classes in response to meeting student and District needs.
- Recommends and implements goals, objectives, and practices for providing effective and efficient services and programs.
- Significant responsibility for chairing and supervision of District-wide committees and task forces; performs other duties and special projects as assigned, such as substantive change reports and review of Board Policies and Administrative Procedures.
- Work cooperatively with the staff diversity officer, Title IX coordinator, and ADA coordinator(s) in the development and implementation of activities relevant to federal and state compliance.
- Other duties as assigned that support the overall objective of the position and the District mission and philosophy.

Minimum Qualifications

- Possession of a master's degree.
- A minimum of one year of leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of interest in working in the community college setting.
- Evidence of ability to work effectively as a member of the administration team.



POSITION DESCRIPTION

Dean of Career/Technical and Continuing Education

- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.