

TITLE: Dean, Career Education and Workforce Development

CLASSIFICATION: Management Team – Educational Administrator

SALARY RANGE: 31

SCOPE OF POSITION:

Under the general direction of the Vice President of Academic Affairs/Assistant Superintendent, plan, organize, and direct District-wide instructional operations, activities, and services of the Work Experience programs, Career Development Services and Student Employment; represent student interests in career and workforce development and student employment; direct communications, educational planning activities, courses, curriculum and other information to meet District and student needs and enhance the educational effectiveness of assigned instructional subject areas; develop and maintain Career and Technical Education (CTE) partnerships and implement initiatives with educational partners and external organizations; promote the District's CTE educational offerings in the community; plan, organize, and oversee the District's apprenticeship programs and Special Education Instructional Service Agreements (ISA) with non-profit agencies; oversee program budget development and monitoring; train, supervise and evaluate the performance of assigned faculty and staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Plans, organizes, and directs the District-wide instructional operations, activities, programs and services of the Work Experience department's education programs including internships, Community Involvement, apprenticeship education programs, and high school career pathways; network with local employers and various local, regional, and State-based workforce development leaders.
2. Plans, organizes, and directs the District-wide activities of Career Development Services and Student Employment Programs, including academic and career counseling, advising, employment services and the Career Center.
3. Promotes collaboration with Student Services to create seamless connections across services to result in increased resources and support for students.
4. Collaborates with District programs and partnering agencies; prepares materials for and attends District and partnering agencies meetings.
5. Supervises and evaluates the performance of assigned staff; participates on evaluation teams for assigned faculty; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; coordinates faculty and staff work assignments and schedules and reviews work to ensure compliance with established standards, requirements and procedures.
6. Collaborates with other academic deans in areas related to strategic planning, strategic enrollment planning, instructional technology planning, market and outreach planning, and development of the facilities master plan and educational master plan.
7. Administers and monitors instructional programs and courses to ensure compliance with established curriculum standards and requirements; directs and participates in the development, analysis, implementation and enhancement of curriculum standards; coordinates activities and staff development functions to enhance faculty understanding of curriculum standards and requirements, instructional strategies and related materials.

KEY DUTIES AND RESPONSIBILITIES – Continued

8. Coordinates and directs communications, programs, services, activities and information between administrators, faculty, personnel, businesses, educational institutions, outside organizations, students, the public and various local, State and federal agencies; receives, reviews, facilitates and ensures proper and timely resolution of student, staff, faculty, administrative, department and program issues, complaints and conflicts.
9. Provides consultation and technical expertise to students, staff, faculty, administrators and others concerning department and external agency partnerships, operations and activities; responds to inquiries and provides detailed and technical information concerning assigned programs, departments, services, curriculum, courses and related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, policies and procedures.
10. Develops and prepares the budgets for the instructional operations, activities, Career Development Services, Student Employment, and programs of assigned instructional areas; analyzes and reviews budgetary and financial data; authorizes expenditures and conference requests in accordance with established limitations; researches, obtains and maintains grants and other funding sources for the cluster's programs.
11. Provides direct oversight of Work Experience, Internships, Community Involvement Education, Career Development Services (including Career Center), Student Employment and Instructional Service Agreements locally and across the State.
12. Directs the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities; develops, manages or maintains State-required records related to test security, course safety, specialized instructor qualifications, curriculum and student records; develops surveys and manages statistical reports and other records to assess program effectiveness and student outcomes.
13. Provides general oversight of Apprenticeship Education, Special Education, and Vocational Education instruction under Instructional Service Agreements (ISAs) established between the District and non-profit agencies locally and across the State.
14. Identifies funding sources, writes grants, and implements CTE initiatives and other instructional partnerships.
15. Provides technical expertise, information and assistance to the Vice President regarding assigned functions; assists in the formulation and development of policies, procedures and programs.
16. Plans, organizes and implements long and short-term programs and activities designed to develop assigned programs and services.
17. Receives, reviews and facilitates resolution for student, faculty or staff complaints.

KNOWLEDGE OF:

1. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
2. Preparation of grant proposals, contracts and subcontracts.
3. Interpreting and enforcing faculty and classified bargaining contracts.
4. Curriculum and program development.
5. Educational trends, accreditation standards, and State-wide initiatives.
6. Instructional pedagogy, learning theory and student characteristics.
7. Education code, District and relevant K-12 policies and processes.

KNOWLEDGE OF – Continued

8. Community college curriculum and development of instructional programs.
9. Outreach and promotion techniques.
10. Best practices in workforce development and work-based learning.
11. Community workforce needs and employment and training resources.
12. Program review and evaluation processes.
13. Budget preparation and resource allocation.
14. Oral and written communication skills.
15. Principles and practices of administration, supervision and training.
16. Applicable laws, codes, regulations, policies and procedures.
17. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Lead and implement strategic planning.
2. Advocate for the District's Work Experience department, Apprenticeship, Special Education, and CTE partnerships, programs and services.
3. Direct the maintenance of a variety of reports, records and files related to assigned activities.
4. Effectively train, supervise and evaluate assigned staff.
5. Demonstrate sensitivity to, and respect for, a diverse population.
6. Communicate effectively both orally and in writing.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Operate a computer and assigned office equipment.
10. Analyze situations accurately and adopt an effective course of action.
11. Respond to and resolve student and employee complaints; demonstrate consensus-building skills.
12. Plan strategically, organize, oversee and implement complex work projects.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Master's degree and ability to meet minimum qualifications for a current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment.