

TITLE: Dean, Culinary Arts, Industrial & Trade Technology, Construction Training Center

CLASSIFICATION: Management Team – Educational Administrator

SALARY RANGE: 31

SCOPE OF POSITION:

Under the direction of the Vice President – Academic Affairs/Assistant Superintendent, plan, organize, and direct District-wide instructional operations, activities, programs and services of the Industrial & Trade Technologies Department, the Culinary Arts Department, and the Construction Training Center; coordinate and direct communications, educational planning activities, program development functions, courses, curriculum and other information to meet District and student needs to enhance the educational effectiveness of assigned instructional subject areas; and supervise and evaluate the performance of assigned faculty and classified 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. Plan, organize, and direct District-wide instructional operations, activities, programs and services of the Industrial & Trade Technologies Department, the Culinary Arts Department, and the Construction Training Center; establish and maintain Division time lines and priorities; ensure related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies and procedures.
2. Develop and maintain the Burdo Culinary Arts Center as a laboratory for the instructional programs within the Culinary Arts Department and as a viable economic entity within the District.
3. Oversee the tenure review process for the Culinary Arts and Industrial & Trade Technologies Departments and programs; coordinate tenure teams, meetings, class observations and timely completion of required documentation.
4. Collaborate with faculty on curriculum development including the development and assessment of student learning outcomes; develop schedule of classes and monitor enrollments and faculty loads; monitor, analyze and adjust courses in response to student needs; recommend course amendments and curriculum changes as appropriate.
5. Coordinate and direct educational planning activities, program development functions, courses, curriculum and information to meet College and student needs and enhance the educational effectiveness of assigned instructional subject areas; direct the development and implementation of programs, services, plans, strategies, processes, projects, courses, goals and objectives; develop the Program and Resource Planning Process (PRPP) report for program review, resource planning and prioritization.
6. Supervise and evaluate the performance of assigned regular and adjunct faculty, classified staff, and students employed in the departments; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate faculty and staff work assignments and schedules; review work to assure compliance with established standards, requirements and procedures.
7. Administer and monitor instructional programs and courses to ensure compliance with established curriculum standards and requirements; direct and participate in the development, analysis, implementation and enhancement of curriculum standards; coordinate 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. Coordinate and direct 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; receive, review, facilitate and assure proper and timely resolution of student, staff, faculty, administrative, department and program issues, complaints and conflicts.
9. Provide consultation and technical expertise to students, staff, faculty, administrators and others concerning Division/Department operations and activities; respond to inquiries and provide 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. Develop and prepare the annual preliminary budget for the instructional operations, activities, departments and programs of assigned instructional areas; analyze and review budgetary and financial data; authorize expenditures and conference requests in accordance with established limitations; research, obtain and maintain grants and other funding sources; manage foundation accounts and endowment funds.
11. Provide technical information and assistance to the Vice President – Academic Affairs/Assistant Superintendent regarding instructional services, activities, needs and issues; and participate in the formulation and development of policies, procedures and programs.
12. Participate on Culinary Arts, Industrial & Trade Technologies, and Construction Training Center industry advisory committees to ensure effective and efficient functioning of these advisory committees.

KNOWLEDGE OF:

1. Current trends and issues in construction, culinary arts, and the industrial trades.
2. Business practices related to the operations of a culinary café/restaurant and hands-on career education learning laboratories in construction and the industrial trades.
3. Chancellor's Office regulations and District policies and procedures governing community college career and technical education programs, including course and program approval.
4. Hiring and evaluation procedures and local, State and Federal employment codes, laws and regulations.
5. Preparation of grant proposals, contract and subcontracts.
6. Interpreting and enforcing faculty and classified bargaining contracts.
7. Program review and evaluation processes.
8. Curriculum and program development.
9. Accreditation standards and State-wide initiatives.
10. Budget preparation and control.
11. Oral and written communication skills.
12. Principles and practices of administration, supervision and training.
13. Educational trends, accreditation standards, and State-wide initiatives.
14. Board policies and procedures.
15. Early college credit rules and regulations.

ABILITY TO:

1. Lead and implement strategic planning.
2. Advocate for the District's culinary arts, construction, and industrial trades programs and services.
3. Develop and maintain industry and donor relationships.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Direct the maintenance of a variety of reports, records and files related to assigned activities.
7. Effectively train, supervise and evaluate assigned staff.
8. Ability to work effectively and harmoniously with colleagues in an environment that promotes IDEAA, innovation, teaching, learning, and service to a diverse student population, including the ability to develop culturally responsive student programs and student equity initiatives.

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 current SRJC faculty discipline.

Experience:

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