

DEAN OF CAREER TECHNICAL EDUCATION – COLUMBIA COLLEGE**DEFINITION**

Under general administrative direction, plans, directs, manages, evaluates, and provides leadership for the activities, operations, and academic units of career technical education programs at Columbia College. Programs include: Automotive Technology, Business Administration, Child Development, Computer Programming and Information Systems Emergency Medical Services, Entrepreneurship, Fire Technology, Forestry and Natural Resources, Health, Hospitality Management, Media, Office Technology, and Welding. Supervises Adult and Community Education activities of the college.

Serves as Project Director for CTE related grants and activities for the college such as Title I-C (Perkins), Strong Workforce Program, and apprenticeships. Represents the College on a variety of state and local career and workforce boards and collaboratives (e.g. Central Valley/Motherlode Regional CTE Consortium oversight). Oversees auxiliary operations related to Baker Station (High Sierra Institute) and the Cellar Bistro (hospitality management program's restaurant). Performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the CC Vice President of Instruction.

Provides direct supervision to assigned faculty, professional, technical, and student employees, as assigned.

ESSENTIAL DUTIES

- Plans, directs, manages, evaluates, and provides leadership for the activities, operations, and academic units of career technical education, adult education, and community education at Columbia College.
- Develops, in consultation with faculty and other administrators, multi-year master schedules designed to maximize student progression and completion.
- Directs and coordinates course offerings, faculty teaching schedules, and related room assignments for designated disciplines.
- Recruits, selects, and orients regular contract and part-time faculty; evaluates regular contract and part-time faculty and staff within designated disciplines.
- Provides administrative leadership for the development, review and currency of career technical programs, in collaboration with CTE faculty
- Acts as the first administrative contact for collective bargaining grievances for faculty and support staff of designated disciplines; serves as the representative for student, faculty, and staff concerns and needs; communicates such concerns and needs to appropriate individuals.
- Develops and maintains operating budgets and facility needs for the assigned disciplines; maintains budget control.
- Oversees state, federal, and grant-funded Career Technical Education activities including planning, budgeting, accountability, and reporting. Examples include Title I-C Carl Perkins Funds, Strong Workforce Program, and California Apprenticeship Initiative.
- Coordinates the program review process for designated instructional areas; utilizes the results of departmental program reviews for division planning and resource allocations.
- Participates in the articulation of courses and programs with other colleges, secondary schools, and service providers.
- Coordinates Instructional Service Agreements with local agencies, including planning, budgeting, accountability, billing, and quality control.

- Supervises the Cellar Bistro Restaurant.
- Coordinates instructional activities with operational activities at the College Fire Station.
- Supervises student workers in a variety of CTE programs
- Collaborates with other local economic development entities to develop strategic plans and identify training needs for workforce development; maintains a program that offers contract education and customized training.
- Coordinates Adult Education Program on behalf of the college; works with others to increase and improve offerings to serve the basic educational needs of the community, including English as a Second Language and courses for adults with disabilities.
- Coordinates and expands the Community Education offerings of the college; oversees development of each term's schedule of offerings; promotes opportunities to potential instructors, students, and agencies.
- Supports accreditation processes for designated programs and for the college at large.
- Oversees Technical Advisory Boards for CTE Programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

- Education: Possession of Master's Degree **AND** one year of successful experience in field related to the administrative assignment **OR** an appropriate, valid administrative credential from an accredited institution of higher education.
- Experience: Administrative experience, preferably at the community college level. Two years of community college teaching experience. Three years of combined experience as an instructional administrator and in workforce development planning. Strong budget experience.

Knowledge of:

- Techniques and practices related to federal and state career technical programs (e.g. Perkins, Strong Workforce Program) and related grant and funding practices.
- Techniques and practices designed to appraise the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students.
- Current curriculum, instructional methods, articulation, program inventory, and program approval processes.
- Program and community college accreditation standards and the accreditation process.
- Technology related to career technical education.
- Facility management, community college scheduling practices, and budget management.
- Faculty and staff contract design and administration.
- Effective employee evaluation techniques.
- Effective pedagogy that addresses the challenges of educating career technical students.
- Grant writing and accessing external funding resources.

Ability to:

- Provide leadership in the development, review, and support of career technical programs.

- Develop and conduct professional development activities.
- Work as a team member in a participatory governance environment.
- Develop, evaluate, and use data in decision making.
- Develop and coordinate strategic planning
- Manage complex budgets.
- Promote instructional innovation.
- Create and maintain documents, including spreadsheets and databases, using computers and standard office software.
- Support the academic growth and success of community college students, faculty, and staff.
- Demonstrate effective written and oral communication skills.
- Demonstrate commitment to community and campus activities.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

DESIRABLE CHARACTERISTICS

The Dean of Career Technical Education is a unique and demanding role. All staff, faculty, and administrators at the college have a broad focus and contribute to many projects. The Dean will be able to prioritize tasks successfully and cultivate many projects and initiatives simultaneously. The Dean will strive to excel at managing the demands of funding, state and federal requirements, and industry needs while meeting established deadlines. At Columbia College, innovation and creative solutions to meet the needs of students are valued. The Dean will be a person who has the skills and attitudes to support the College's culture of innovation. The Dean will have the long-term vision to support the development and growth of new programs and services in the context of the college.

Along with commitment, knowledge, and experience, the ideal candidate will also possess specific attributes.

The ideal candidate:

- Places high value on communication and collaboration with staff and faculty.
- Works in concert with other campus groups to build consensus and achieve the highest success for students.
- Employs a leadership style that respects, develops, and builds on the skills of the Division staff and faculty.
- Demonstrates clarity and insight about process and how to make an organization work successfully.
- Creates camaraderie and a sense of confidence and competence among the Division.
- Operates based on experience with and commitment to participatory decision-making and participatory governance.
- Provides leadership and a strong voice for the interests of the Division at all levels within the College and multi-college District.
- Fosters faculty and staff development to enhance the teaching/learning experience.
- Displays the drive and skills to seek and successfully apply for external funds.
- Facilitates the completion of required documents and processes including program review, student learning outcomes assessment cycle and state requirements for new certificates and degrees.
- Collaborates with local and regional work force development entities to address employer needs (i.e.: Workforce Investment Board, Chambers of Commerce and Mother Lode Job Training).
- Exhibits and encourages a commitment to student equity, success, and goal attainment.

LICENSES AND CERTIFICATES

- Possession of valid California Motor Vehicle Operator's License may be required.

PHYSICAL AND MENTAL STANDARDS

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screen and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position

TYPICAL WORKING CONDITIONS

- Work is generally performed in a standard office environment.
- Work may require evening and weekend hours.
- Work may require community event and meeting attendance.

Class Adopted: 03/01/09

Class Amended:03/26/19

Class Amended: 01/24/20