

**DEAN OF CAREER TECHNICAL EDUCATION & ECONOMIC DEVELOPMENT – CC****DEFINITION**

Under general administrative direction, plans, directs, manages, evaluates, and provides leadership for the activities, operations and academic units of career technical and economic development programs at Columbia College. Programs include Automotive Technology, Business Administration, Child Development, Computer and Communications Technology, Emergency Medical Services, Fire Technology, Forestry Natural Resources, Global Information Systems, Hospitality Management, Office Technology, Search and Rescue, and Welding. Supervises the Economic Development activities and grants for the College; serves as Project Director for Perkins and state funded grants; represents the College on a variety of State and local career and workforce boards and collaboratives (e.g. Motherlode Consortium and Central/Regional Steering Committee); oversees auxiliary operations related to Community Education, Station #79 Fire Station, Baker Station (High Sierra Institute), the Cellar restaurant and catering, and performs other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the CC Vice-President – Student Learning.

Provides direct supervision to assigned faculty, professional and technical staff as well as other administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

- Plans, directs, manages, evaluates, and provides leadership for the activities, operations and academic units of career technical and economic development programs at Columbia College.
- Directs and coordinates respective course offerings, faculty teaching schedules and related room assignments for designated disciplines.
- Recruits, selects and orients regular contract and adjunct faculty; evaluates regular contract and adjunct faculty and staff within designated disciplines.
- Works with career technical faculty; provides administrative leadership for the development, review and currency of career technical programs.
- 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 funded Career and Technical Education Act (Perkins) and Career Transitions activities including planning, budgeting, accountability, and reporting.
- Coordinates the program review process including the design of accountability systems for tracking and compiling program data, service outputs and student outcomes and follow-up studies; coordinates instructional unit planning.
- Participates in the articulation of programs with other colleges, secondary schools and service providers.
- Supervises the College Fire Department/Station and Cellar Restaurant/Catering.
- 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.
- Supports accreditation processes for various programs.
- Oversees Technical Advisory Boards for CTE Programs.
- Performs other duties as assigned.

**TYPICAL WORKING CONDITIONS**

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

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Techniques and practices related to federal and state career technical programs (e.g. Perkins, Career Transitions and Economic Development) 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, and instruction, articulation, program inventory and program approval processes.
- The accreditation standards and the accreditation process.
- Technology related to education.
- Facility management, scheduling and budget management administration.
- Faculty and staff contract design and administration as well as effective employment 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.
- Lead in the development and conduct professional development activities.
- Work as a team member in a shared governance environment.
- Develop, evaluate, and use data in decision making; to develop and coordinate strategic planning; and to 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

Columbia College is a small, rural college in the beautiful foothills of the Sierra Nevada Mountains. The college has numerous signature programs and has earned distinctive awards for interdisciplinary programs that focus on student success. The Dean of Career Technical Education and Economic Development position at Columbia College is unique and demanding. 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 while still excelling at managing the demands of funding, state and federal requirements, and industry needs. 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 Small Business Development Center).
- 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.

## EDUCATION AND EXPERIENCE

*Any combination of education, experience and/or training that would likely provide the above required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

Education: Possession of Master's Degree **AND** one year of successful experience in field related to the administrative assignment **OR** a California Community college Supervisor Credential **OR** other appropriate valid California administrative credential.

Experience: Administrative experience preferred 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 skills.

*Class Adopted: 03/01/09 – revised by Columbia College 11/18/14*

*Class Amended: XX-XX-XX*