

Barstow Community College District

JOB DESCRIPTION

POSITION: DIRECTOR OF VOCATIONAL PROGRAMS

BASIC FUNCTION

Provide administrative and managerial support to the Vice President of Academic Affairs in the leadership, development, direction, supervision and evaluation of vocational, occupational, tech-prep, continuing education, customized contract training, apprenticeship, co-operative education, small business, and workplace literacy.

REPRESENTATIVE DUTIES

Reporting to the Vice President of Academic Affairs, the holder of this position will be assigned the following responsibilities:

- ▶ Administer the District's vocational, occupational and/or on-line programs.
- ▶ Coordinate curriculum planning with the Vice President of Academic Affairs and the Curriculum Committee.
- ▶ Maintain a high profile with the industrial, business, labor, education, defense and governmental constituencies of the District for the purposes of providing credit and non-credit programs, classes and services.
- ▶ Conduct program reviews to determine the demand for new credit and non-credit programs, classes and services. Review existing offerings to insure relevance and currency.
- ▶ Supervise assigned staff and coordinate the delivery of programs, curriculum, classes and service.
- ▶ Establish and chair advisory groups for programs and services as necessary.
- ▶ Assist in the development of grant proposals to provide unique funding to the college from outside governmental and private agencies.
- ▶ Develop goals and strategies for accomplishing assigned responsibility; actively participate in college strategic and annual planning processes; develop personal professional development goals.

- ▶ Exhibit fiscal responsibility in the development and management of budgets; monitor spending and approve expenditures according to annual spending plans, perform budget revisions and prepare budget reports as needed.
- ▶ Recommend appointments, transfers, promotions, reclassification, disciplinary action, layoff or termination of subordinates; assign work, communicate job expectations and performance measures, conduct performance evaluations and plan for staff development of unit employees; monitor and approve use of paid leave; ensure that all duties are performed in compliance with collective bargaining provisions, college regulations and equal opportunity guidelines.
- ▶ Plan and implement systematic evaluations of all personnel, programs and projects assigned; actively participate in system audits, regional and professional accreditation studies and other college evaluation processes. Prepare applicable federal and state reports.
- ▶ Serve as campus evening supervisor on a rotational basis with other administrative personnel.
- ▶ Perform other work related duties as assigned.

QUALIFICATIONS

Knowledge of:

- ▶ Successful organizational leadership, team building, staff development and communication techniques.
- ▶ Vocational, occupational, military or community based educational management.
- ▶ On-line instructional delivery.
- ▶ Budget development and implementation at a division level.
- ▶ Employment and facility contract implementation and management.
- ▶ Federal and state codes, laws and regulations relating to the functions of this position.
- ▶ Collective bargaining practices, issues and labor contract implementation.

EDUCATION AND EXPERIENCE

- ▶ Earned Master's degree from an accredited institution in an area appropriate to the responsibilities of the position.

- ▶ Minimum of one (1) year of successful management experience with either vocational, occupational, military, or on-line educational programs. Alternatively, two (2) years of experience as a full-time vocational or occupational instructor may substitute for one year of management experience.
- ▶ Successful community college teaching or other related work experience.

WORKING ENVIRONMENT

Environment:

Office environment; subject to interruptions. Frequent business/industry contact externally.

Physical Abilities:

Dexterity of hands and fingers to operate a computer terminal; hearing and speaking to exchange information and make presentations; sitting for extended periods of time.

CONDITIONS OF EMPLOYMENT

A full-time, 12-month, certificated management position that reports to the Vice President of Academic Affairs. Indexed to placement on the Administrative, Management, Supervisors, and Confidential Salary Schedule at the Director II level. This position is subject to evening hours and weekends.

Board approved: 06/16/05