

Barstow Community College District

JOB DESCRIPTION

POSITION: DEAN OF INSTRUCTION, WORKFORCE AND ECONOMIC DEVELOPMENT

ASSIGNMENT

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 Career and Technical Education and contract training 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 faculty and staff and coordinate the delivery of programs, curriculum, classes and service.
- Establish and chair advisory groups for programs and services.
- Lead 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.
- Make recommendations to the Vice President regarding all personnel decision.
- Plan and implement systematic evaluations of all personnel, programs and projects assigned; actively participate in program reviews, regional and professional accreditation activities, 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.
- California Community College system and mission.
- Relationship building and maintenance with business and industry.
- Vocational, occupational, military or community based educational management.
- 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 OR the equivalent.
- 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 Management Salary Schedule at a Range 16
This position is subject to evening hours and weekends.

Board approved: November 20, 2013

