

Executive Dean, Strategic Partnerships & Workforce Development
Certificated Administrator
Management Salary A2

Board Approved: 09/21/2022

SUMMARY DESCRIPTION

Implement the goals in support of the mission and strategic plan of the College with a focus on strategic partnerships and workforce development that support innovation. Provide administrative and managerial support to the Vice President of Academic Affairs in the leadership, development, direction, supervision and evaluation of career education, non-credit workplace courses, credit programs, military credential and tuition assistance, customized contract training, apprenticeship, entrepreneurship, makerspace and employment of students.

REPRESENTATIVE DUTIES

Reporting to the Superintendent-President and in consultation with the Vice President of Academic Affairs, the holder of this position will be assigned the following responsibilities:

1. Administer the District's Career Technical Education and contract training programs.
2. Develop and cultivate partnerships with community organizations, employers, government agencies for the creation of an operational network of stakeholders.
3. Review, write, and complete grant applications through collaborations and in-sight from departments across the college.
4. Develop grant budgets and action plans for successful meeting outcomes.
5. Coordinate curriculum planning with the Vice President of Academic Affairs and the Curriculum Committee to update CTE programs to meet industry standards.
6. Participates in and supports the accreditation process.
7. 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.
8. Represent the College in a public setting with an attention to the goals and resource allocations to administer and execute opportunities for innovation. Participate in community, state, and national organizations and meetings as appropriate and approved by the Superintendent-President.
9. Collaborate with other departments with strategic guidance for institutional research and institutional assessment.
10. Work with the managers of Student Services, Business Services, and Human Resources as needed
11. 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.
12. Supervise assigned faculty and staff and coordinate the delivery of programs, curriculum, classes and service.
13. Establish and chair advisory groups for programs and services.
14. Lead the development of grant proposals to provide unique funding to the college from outside governmental and private agencies.
15. Develop goals and strategies for accomplishing assigned responsibility; actively participate in college strategic and annual planning processes; develop personal professional development goals.

16. 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.
17. Make recommendations to the Vice President regarding all personnel decision.
18. 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.
19. Perform other work-related duties as assigned.

Knowledge and Skills:

- 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.

Education and Experience Guidelines

Minimum Qualifications:

1. Earned Master's degree from an accredited institution in an area appropriate to the responsibilities of the position OR the equivalent.
2. Minimum of one (4) years of successful management experience with either career education, 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.
3. Successful community college teaching or other related work experience.

Physical Demands and Work Environment:

- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.
- Work is performed primarily in a standard office setting. Travel to other locations to conduct college business may be required. This position is subject to evening and weekend work.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.
- **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.
- **Hearing:** Hear in the normal audio range with or without correction.