

Barstow Community College District

Dean of Instruction, Career Technical Education

Certificated Management

Management Salary Range 19

SUMMARY DESCRIPTION

Under the supervision of the Executive Dean, Strategic Partnerships and Workforce Development the Dean of Instruction, Career Technical Education (CTE) has the primary responsibility for providing leadership, coordination and compliance for the CTE programs, grant funded programs, industry and education partnerships and programs, contract education, apprenticeship and training programs, and non- traditional education pathways from non-credit to credit programs.

Additionally, the Dean will assist the college with local and regional CTE program planning and development, budget coordination, employer outreach, regional advisory committees and coordination of college and CTE grant activities. The ideal candidate will be an entrepreneurial, innovative, strategic thinker, with excellent communication and leadership skills.

REPRESENTATIVE DUTIES

1. Provide leadership in CTE to ensure teaching excellence and innovation in student learning and success.
2. Guide and support faculty in their efforts to develop and assess student learning outcomes at the course and program level.
3. Work directly with faculty to plan for curriculum development, and routine review of curriculum.
4. Provide leadership for faculty to review and evaluate programs in accordance with college processes for continuous improvement.
5. Assist with the institutional accreditation process and accreditation processes for individual CTE programs.
6. Responsible for area alignment with the College's strategic plan and educational master plan.
7. Assess immediate and long-term workforce and economic development trends of the College service area and recommend programming and development through participation on appropriate boards, continual involvement with employers and agencies, formal and informal environmental scanning.
8. Create and facilitate strategic alliances with economic development entities, corporations, community groups, labor unions, community-based organizations, and local government, including but not limited to program-specific advisory councils.
9. Work with faculty to implement credit, non-credit, not-for credit, and contract workforce development programs that meet local and regional workforce needs.

10. Establish and maintain partnerships to address regional workforce needs.
11. Develop area budgets and manage financial resources consistent with District policy and sound financial management principles.
12. Prepare grant proposals and external funding requests to support workforce education and training initiatives, and prepare required reports.
13. Guide the evaluation of current programming, in collaboration with the area of Institutional Effectiveness, to strengthen alignment with industry certifications and standards, as applicable, to improve local and regional employer satisfaction and contribute toward local and economic development goals.
14. Serve as the College representative on appropriate economic and workforce development boards and committees at the local and state level and attend regional and state meetings pertaining to workforce programming.
15. Serve as the college liaison to local industry, secondary and post-secondary institutions in developing and implementing CTE projects and grant activities.
16. Working with the Office of Communications, Marketing and Public Relations, oversee the development of marketing strategies and outreach processes leading to enrollment and programmatic recognition and growth in workforce and CTE programs.
17. Provide oversight and leadership to K-12 Articulation projects and CTE Dual Enrollment programs.
18. Work closely with other Deans to manage enrollment, resource allocation, scheduling, and productivity in meeting student needs in alignment with the College Strategic Plan and Enrollment Management Plan.
19. Evaluate, approve, and process requests for field trips, conference attendance, textbook/Open Educational Resources (OER) selection, supplies, equipment orders, independent study, credit by exam, course waivers and other student petitions.
20. Work cooperatively with other administrators and staff to coordinate programs and services to meet student needs; resolve conflicts and issues within the area and among other divisions.
21. Participate in District committees.
22. Evaluate faculty, managers, and classified staff in CTE, in accordance with proper management practices and implement articles of collective bargaining agreements, if applicable.
23. Communicate with faculty, administrators, and staff by holding regular meetings to facilitate planning and shared decision-making to keep staff informed about issues and projects for the overall college instructional programs, in alignment with the College Strategic Plan. Support and work with the appropriate staff in the use and security of assigned facilities, equipment maintenance and compliance with health and safety regulations.

24. Support, implement and promote compliance with the District's Equal Employment Opportunity (EEO) Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs, and services.
25. Accurately interpret applicable laws, regulations, and collective bargaining contract provisions.
26. Perform 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.
- Collective bargaining practices, issues and labor contract implementation.

MINIMUM QUALIFICATIONS:

- 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.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

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

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3
 Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
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4	Ability to work at a desk, conference table or in meetings of various configurations.
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2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
4	Ability to lift 10 pounds.
4	Ability to carry 10 pounds.
4	Ability to operate office equipment.

CONDITIONS OF EMPLOYMENT:

This is a full-time, 12-month, certificated management position that reports to the Executive Dean, Strategic Partnerships and Workforce Development Indexed to placement on the Management Salary Schedule at a Range 19. This position is subject to evening hours and weekends.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Board Approved: November 20, 2024