DEAN OF INSTRUCTION, CAREER EDUCATION AND ECONOMIC DEVELOPMENT
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Dean of Instruction, Career Education and Economic Development provides leadership and direction for the occupational education, community education, and economic development programs, services, faculty and staff.

SCOPE

Under the general direction of the Vice President/Assistant Superintendent, Instruction, Dean of Instruction, Career Education and Economic Development provides leadership and direction for occupational education, job training and economic development; direction and management for community education and facilities; and directs, supervises and evaluates staff relative to areas of assignment.

EXAMPLES OF DUTIES

Duties include but are not limited to the following:

1. Trains, supervises, evaluates performance, and provides leadership to assigned academic and classified employees. (E)
2. Directs and/or conducts surveys and studies required to determine the training, vocational education, community education, and economic development needs of the district. (E)
3. Works with community, local school, and college representatives to create educational partnerships between the college and its community. (E)
4. Provides direction to all occupational programs in the specific areas of development, review, program evaluation, and marketing. (E)
5. Oversees the preparation of and prepares all reports and records for VATEA, SBDC, Community Education, and other specially-funded programs, and assists faculty and administrators in development and compliance of these programs. (E)
6. Directs the operation of community and contract education. (E)
7. Provides direction for the Cooperative Work Experience program. (E)
8. Examines, evaluates, and makes recommendations for potential technological innovations in occupational education instruction and support. Assists faculty in the acquisition, development, and utilization of instructional resources. (E)
9. In cooperation with faculty, develops requests for financial support for occupational education and training from governmental and private agencies. (E)
10. Prepares a variety of reports and correspondence appropriate to assignments. (E)
11. Develops, monitors and implements area goals and objectives. (E)
EXAMPLES OF DUTIES (cont'd.)

12. Interprets and performs assignments in compliance with pertinent federal, state and local laws, and contractual regulations relative to areas of assignment. (E)
13. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate. (E)
14. Works in cooperation with other instructional administrators in the development and planning of programs within the scope of assignment. (E)
15. Supervises and evaluates the director of the Small Business Development Center, and Director of Community and Contract Education. (E)
16. Directs the preparation and management of the budgets for assigned areas of responsibility. (E)
17. Represents the district at off campus meetings and conferences, in relationships with other educational institutions, community organizations and businesses. (E)
18. Chairs or serves on various college committees including occupational advisory committees, and participates in professional organizations as appropriate to assignment.
19. Performs related duties as required or assigned.

(E) = designates an essential function

QUALIFICATIONS

Education and Experience:

A Master's degree from an accredited college or university and approximately three years of increasingly responsible experience as an academic administrator which includes working with community organizations and/or employers; successful college teaching experience; demonstrated commitment to serving students with diverse backgrounds, interest, goals, and abilities; demonstrated competence in planning and evaluation, fiscal and program management, employee contract administration and facilities planning; demonstrated expertise in the teaching and learning process; competence in development and evaluation of academic programs and personnel; demonstrated effectiveness in leading and motivating faculty and staff in a collegial shared governance environment; demonstrated commitment to staff diversity, including faculty and staff equity and diversity, successful experience which demonstrates the ability to perform the duties listed above.
Knowledge and Abilities:

Knowledge of and commitment to the mission of a comprehensive community college. Ability to communicate effectively verbally and in writing; work effectively with groups of diverse ethnic and educational backgrounds; promote instructional innovation; exhibit leadership in management and planning; perform consistently under the pressure of deadlines and other administrative demands; train, supervise, and evaluate staff; and work cooperatively with others.

LICENSES AND OTHER REQUIREMENTS

- Valid California driver’s license

WORKING CONDITIONS

Environment:

- Office environment.

Physical Demands:

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Seeing to read and analyze financial and statistical reports

AUTHORITY AND RESPONSIBILITIES

The Dean of Instruction, Career Education and Economic Development supervises staff of the occupational education office, and other programs as designated. In cooperation with other instructional administrators, the Dean of Instruction, Career Education and Economic Development is responsible for the successful operation of the programs to which assigned.

Adopted: April 5, 1993
Revised: October 2, 1995
Revised: August 5, 1996
Revised: April 5, 1999

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