

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **DEAN, SCHOOL OF BUSINESS, TECHNICAL AND WORKFORCE EDUCATION**

#### **THE POSITION**

The Dean, School of Business, Technical and Workforce Education is an Educational Administrator position as designated by the Board of Trustees of the Desert Community College District. The Dean is charged by the Board of Trustees with the satisfactory implementation of Board policy and district or college procedures as applicable to the position. In addition, the Dean is expected to make appropriate recommendations for modifications, additions, or deletions in policy and/or through the appropriate reporting authority.

Under the direction of the Vice President, Academic Affairs, the Dean is responsible for the leadership of the School by leading, planning, managing, coordinating, scheduling, and evaluating the activities of the academic disciplines, the Center for Training and Development, Community Education, Economic and Workforce Development Centers, The Public Safety Academy and Perkins Grant required activities and other related duties and responsibilities assigned. The Dean provides academic leadership for the programs in the assigned School; to include supporting program reviews; performing faculty evaluations; facilitating student issues; and budget development, monitoring and reporting. The Dean develops linkages and partnerships with local businesses and industries; leads the development and implementation of appropriate customized education to our partners and clients; serves as the liaison between federal, state, regional and local organizations and the College; leads the activities of fee-based partnership and community education activities; serves as the liaison for economic development with the Chancellor's office; and provides representation at the State and National Level for areas assigned.

#### **REPRESENTATIVE DUTIES**

1. Develop and supervise School instruction occurring in the day, evening, summer, and intersession periods; develop class schedules to respond to student needs, produce a high quality comprehensive educational program, and meet FTES targets; use facilities effectively. ***E***
2. Evaluate the needs of the School in the context of the overall educational program; work collaboratively with faculty in program assessment and improvement; evaluate the need for new programs and support new program development. ***E***
3. Evaluate student and community needs, external requirements and regulations and current trends to develop program modifications and improvements. Develop institutional understanding and awareness of the economic growth and stability trends and issues of cities and counties, and or, business within the district boundaries. Translate these trends and issues into appropriate training and instructional responses by the College and determine the most appropriate form of instruction i.e.: credit, non-credit or not-for credit; fee-based or FTES. ***E***
4. Develop joint venture responses, in partnership with other public agencies and the private sector, to the economic and development needs of the region; participate in statewide community college economic development initiatives designed to strengthen the local and California economy. ***E***
5. Work collaboratively with faculty in School and other School Deans on planning and prioritization; participate with the administrative team to set goals and priorities. ***E***
6. Coordinate and articulate program needs and curriculum identified by faculty, students, and the community. Provide leadership for School program development and articulation with feeder schools and transfer institutions. ***E***
6. Work effectively and collaboratively with the Director, Education Centers, regarding EVC and WVC course offerings. ***E***
7. Provide leadership in the recruitment and hiring of full-time and adjunct faculty and support staff. ***E***
8. Supervise all faculty and staff within the instructional and non-instructional program areas; supervise workload; provide in-service training; resolve conflicts; facilitate consensus decision-making. ***E***

Dean, School of Business, Technical and Workforce Education

9. Evaluate all faculty and staff in accordance with the contracts between the District and employee groups. *E*
10. Regularly schedule and chair faculty and staff meetings and special meetings as needed; serve on regular and special committees as assigned by the Vice President of Academic Affairs; represent School concerns and needs to the Vice President of Academic Affairs; participate in the Academic Affairs Cabinet; and work effectively and collaboratively with Student Affairs. *E*
11. Prepare budget estimates; administer and monitor approved budgets; prepare and manage contracts for services and equipment, including donations and grants within the School. *E*
12. Coordinate scheduling of course sections in appropriate facilities; monitor classroom and lab facilities for adequate equipment, supplies and safety; work collaboratively with the appropriate departments including Maintenance & Operations and Information Technology to maintain equipment and facilities. *E*
13. Lead Perkins mandated Program Advisory Groups and ensure compliance with all policies and guidelines for funding. *E*
14. Fulfill the role as Director of Career and Technical Education to include Perkins planning, budget development, budget allocation and reporting. *E*
15. Provide leadership for the College's Economic and Workforce Development activities and any EWD Center assigned. *E*
16. Assist in student recruitment, advising, placement, registration, and retention. *E*
17. Understand information technology and support fundamental changes that are emerging with expanded use of technologies in the educational environment. *E*
18. Meet schedules and timelines, organize multiple projects efficiently and effectively, and carry out required project details throughout the year. *E*
19. Interpret county, state and federal policy and legislation governing the administration, regulations and perform other related duties. *E*
20. Develop and manage grants and special projects. *E*
21. Represent the School and the college in community related activities. *E*
22. Support innovative teaching ideas and practices to enhance student learning; support learning-centered instructional methodology. *E*
23. Seek and participate in professional development activities. *E*
24. Other duties and responsibilities as assigned.

### **REQUIRED PROFICIENCIES**

The Dean should possess knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

### **KNOWLEDGE AND ABILITIES**

The Dean must have the ability to exercise honesty, consistency, and sound judgment in the performance of duties; understanding of the mission and student population of California Community Colleges and the Coachella Valley; ability to work in the interests of the college as a whole; ability to work productively in a shared governance setting; strong interpersonal skills to communicate effectively with diverse constituencies within and outside the District; understanding of the intent and application of student learning outcomes; familiarity with requirements for prerequisites and course equivalencies; familiarity with new educational technologies; ability to plan, organize, direct, administer, review, and evaluate programs and services. The Dean must possess knowledge of principles and practices of general management and supervision; laws and regulations governing California Community Colleges, career and technical education programs, Perkins funds, and Economic and Workforce Development programs and activities; district policies and procedures; budgeting; procedures for accreditation; curriculum development; teaching methods and techniques.

### **MINIMUM QUALIFICATIONS:**

The Desert Community College District has established the following hiring criteria for all educational administrative positions:

Minimum qualifications for service as an Educational Administrator shall be both of the following in accordance with Title 5 section 53420:

Dean, School of Business, Technical and Workforce Education

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

**LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

**WORKING CONDITIONS**

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work as necessary. Requires evening and weekend responsibility.

**EMPLOYMENT STATUS**

Educational Administrator

*E*: Essential functions of the job.

Leadership XI