

RIO HONDO COMMUNITY COLLEGE DISTRICT

DEAN, CAREER AND WORKFORCE EDUCATION

DEFINITION

Under general administrative direction, to provide leadership and direction; to plan, manage, and oversee the activities, operations, and delivery of assigned instructional programs and services; to coordinate assigned activities with other District divisions and outside agencies; and to provide highly responsible and complex professional support to the Vice President of Academic Affairs.

SUPERVISION EXERCISED

Exercises direct supervision over faculty and professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- a. Provide leadership and direction and assume full management responsibility for assigned instructional programs, services, and activities. E
- b. Manage the development and implementation of goals, objectives, policies, and priorities for each assigned instructional program; establish, within District policy, appropriate service and staffing levels; allocate resources accordingly. E
- c. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes. E
- d. Represent the assigned instructional program to other District divisions, departments, and outside agencies; explain and interpret instructional programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. E
- e. Select, train, motivate, counsel, and evaluate instructional program personnel; provide or coordinate staff training; work with employees to develop skills and abilities. E
- f. Plan, direct, and coordinate the instructional program work plans; meet with faculty and staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures. E
- g. Manage and participate in the development and administration of the instructional program budget and the College Perkins and Strong Workforce programs and budget; direct the forecast of additional funds needed for staffing, equipment, materials, and

supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary. E

- h. Supervise all aspects of pre-apprenticeship and apprenticeship programing for the College, inclusive of working with local businesses, trades, and K-12 districts.
- i. Coordinate instructional program activities with those of other divisions and outside agencies and organizations. E
- j. Provide staff assistance to the Vice President of Academic Affairs; prepare and present staff reports and other necessary correspondence. E
- k. Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to instructional programs, policies, and procedures as appropriate. E
- l. Coordinate the preparation of the instructional program schedule of classes and teaching assignments for the division; monitor enrollment; maintain overall efficiency regarding class size and faculty teaching loads. E
- m. Project FTE's on a semester and annual basis; account for any discrepancy between the projected and actual FTE's. E
- n. Coordinate and monitor counseling and other College personnel in the recruitment and retention of students. E
- o. Enhance student access and knowledge of transfer and career/workforce placement services provided by the College. E
- p. Establish and coordinate advisory committees for instructional programs, ensuring representation and expertise from the community. E
- q. Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community. E
- r. Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District. E

- s. Promote College programs and services and encourage collaboration, teamwork, and positive working relationships among faculty and staff. E
- t. Conduct periodic conferences and meetings with faculty and staff; act as an ombudsperson to resolve student/teacher problems. E
- u. Promote creativity and innovation in the development and delivery of instructional programs. E
- v. Serve on local civic and/or community organizations as a District representative; serve as a Liaison with professional organizations. E
- w. Develop, implement, and update a personal professional development plan. E
- x. Prepare, develop, write, coordinate, and administer grants. E
- y. Participate on a variety of campus committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of education and instruction. E
- z. In collaboration with division faculty, develop and modify curriculum to meet student and community needs. E
- aa. Read, interpret, apply and explain rules, regulations, policies and procedures. E
- bb. Understand learning theories and styles. E
- cc. Promote equal opportunity and student and gender equity to effectively serve the District's diverse community. E
- dd. Respond to and resolve difficult and sensitive student inquiries and complaints.
- ee. Administer applicable collective bargaining agreements as appropriate. E

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.
- Operational characteristics, services, and activities of a comprehensive instructional program.
- Organizational and management practices as applied to the analysis and evaluation of instructional programs, policies, and operational needs.
- Modern and complex principles and practices of instructional program development and administration.
- Scheduling policies and procedures.
- Pedagogical techniques and trends.
- California Community College System and functioning on State, local, and institutional level.
- Community needs and resources as related to classes and subjects.
- School and community college systems, including K-12 and upper division institutions.
- District accounting practices.
- Curriculum development and course articulation.
- Student Attendance Accounting Manual.
- Program and Course Approval Handbook (PCAH).
- Catalog Production.
- Perkins Strong Workforce Local and Regional Processes.
- Chancellor's Office Curriculum Inventory System (COCI).
- Load Sheet/Assignment Calculations.
- Community College Baccalaureate Degree Programs.
- Database applications.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations, including appropriate sections of the California Education Code and Title 5
- Safe driving principles and practices.

SKILL TO:

- Operate modern office equipment including computer equipment and software.
- Operate a motor vehicle safely.

ABILITY TO:

- Provide administrative and professional leadership and direction for the assigned instructional program.
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient instructional program services.
- Plan, organize, direct, and coordinate the work of faculty, professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select, supervise, motivate, counsel, train, and evaluate staff.
- Identify and respond to instructional program issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of instructional program goals.
- Research, analyze, and evaluate new instructional program service delivery methods, procedures, and techniques.
- Prepare and administer instructional program budgets; allocate limited resources in a cost effective manner.
- Prepare clear and concise administrative and instructional program reports.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to instructional programs and functions.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

EXPERIENCE:

- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

EDUCATION:

- Master's degree from an accredited college or university.

LICENSE OR CERTIFICATE:

- Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) duties/functions of the position. We have indicated those duties with an E on the job description.

Range: 57

Revised Date: May 11, 2005, February 16, 2006, April 10, 2009, November 9, 2023