

Dean, Career Technical Education
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direction of the Vice President, Academic Affairs, the Dean of Career and Technical Education shall be responsible for effective, creative leadership in instructional and related areas at all locations of Cerro Coso Community College.

Examples of Duties

1. Serve as supervising dean for the following instructional and service areas: Auto, Welding, Child Development, Public Service, Business, Media Arts, Computer Science, Corporate and Community Services, Tech Prep, and related grants and contracts for VTEA and Tech Prep.
2. Plan, develop, and implement innovative programs in order to provide a rich and supportive student-learning environment.
3. Plan, develop, and implement innovative partnerships with business and industry in the community to foster a supportive economic development environment, including contract and community education.
4. Provide leadership to faculty for the development of institutional research and evaluation of student outcomes.
5. Seek and coordinate grant opportunities.
6. Direct grant and resource development, management and reporting processes.
7. Administer processes for faculty and staff evaluation as assigned.
8. Facilitate strategic planning processes in areas of responsibility College-wide, and supervise the preparation of the College educational master plan for areas of responsibility.
9. Provide administrative support and direction to faculty chairs, site administrators, classified staff, and others.
10. Recommend and implement policies and procedures.

Examples of Duties (continued)

11. Recommend faculty and staff selection in accordance with College policies and procedures.
12. Provide employee support and supervision.
13. Administer and implement District policies and procedures; assist in implementing contract provisions negotiated by the Governing Board and recognized bargaining units representing employees.
14. Work with faculty chairs in assignment of staff, preparation of the College catalog, class schedules, and appropriate budgets.
15. Develop and manage budget allocations and expenditures.
16. Administer program planning and enrollment management processes in order to effectively and efficiently meet student and community needs.
17. Work with faculty chairs in preparing program evaluations and implementing evaluation recommendations.
18. Serve on, chair, co-chair advisory boards and/or committees as appropriate.
19. Assess community needs and develop partnerships and other collaborative relationships with business/industry, government agencies, high schools, college, universities and other entities.
20. Represent the College at public functions and/or in the community.
21. Perform other duties as assigned.

Qualifications

- Master's Degree, preferably in an academic area related to assignment.
- Five years of full-time experience in teaching and/or administration, including at least three years of leadership experience reasonably related to the administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- The mission of comprehensive community colleges; of teaching/learning strategies and the evaluation of such strategies.
- College level teaching experience in one of the subject areas to be supervised.

Ability to:

- Work as part of a management team dedicated to collaboration and the college goal of integrating instruction and student services as a way to create and maintain a supportive student-learning environment.
- Exercise group leadership skills, which emphasize collaboration, consensus building, conflict resolution, and problem solving.
- Demonstrate commitment to the continuous improvement of teaching and learning.
- Create an environment conducive to the development of instructional and service innovations.
- Effectively communicate orally and in writing.
- Work effectively with college faculty and staff.
- Understand and support the development of a learner-centered instructional program.
- Support excellence in instruction and service.
- Facilitate the development of faculty leadership.
- Provide leadership and support for innovation and creativity.
- Understand the users of instructional and administrative technology and encourage appropriate use.
- Demonstrate work collaboratively and productively with faculty, students, administrators, support staff, and the community.
- Effectively work within a system of participatory governance.
- Effectively work with academic, student services, occupational, developmental and entrepreneurial programs in a multi-campus environment.
- Facilitate change in a productive and positive manner.
- Foster teamwork and establish consensus.
- Conduct institutional research, and to prepare and administer grants.
- Effectively represent the College in the community.
- Demonstrate understanding of contemporary issues in higher education.
- Demonstrated effective management of employee and budgets.
- Demonstrated creative problem-solving ability.

Working Conditions

Environment: Office

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

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)