

ASSOCIATE DEAN, CAREER EDUCATION AND STRONG WORKFORCE

DEFINITION

Under administrative direction, plans, organizes, controls, and directs designated operations, activities, programs, and services of the Career Education Department, local and regional Strong Workforce Program (SWP), and Perkins 1-C categorical funding and projects. The Associate Dean, Career Education and Strong Workforce will work with academic deans and faculty to provide ongoing support to ensure maximum efficiency and effectiveness of all College Career Education programs, local and regional SWP projects, and Perkins categorical funding each, and serves as the resource in support of the Career Education programs at the College.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercise general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is an Associate Dean classification that assists in overseeing, controlling, and directing all activities of the Career Education Department, including planning, development, and administration of departmental policies, procedures, and programs. This Associate Dean position supports all Career Education programs and faculty across all divisions of the college. The incumbent assists in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and College functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other divisions and departments and assisting in managing and overseeing the complex and varied functions of the department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans, organizes, controls, and directs designated operations, activities, programs, and services of the Career Education Department; assists in establishing and maintaining department timelines and priorities; ensures related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies, and procedures.
2. Assists with Career Education program development in accordance with missions, goals, and objectives of the College; administers and monitors assigned programs and services to ensure compliance with established curriculum and content standards and requirements; participates in development, analysis, and implementation of Career Education programs to meet industry and student needs; develops and recommends new courses and instructional activities as needed.

3. Works collaboratively to provide implementation and coordination of Strong Workforce Local, Strong Workforce Regional, and Perkins application functions, budgets, projects, and reporting for the College to ensure compliance with state and federal rules and mandates.
4. Selects, trains, motivates, and directs the assigned department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
5. Directs and assists in overseeing the development, preparation, review, and analysis of department and project budgets and related documents to ensure proper allocation, fund disbursement, and compliance with legal requirements; evaluates and projects actual income and expenditures to determine budget requirements; controls and authorizes capital spending, contracts, and various other expenditures; monitors spending to ensure compliance with established limitation; seek additional funding sources and initiate and administer grants as appropriate.
6. Collaborates to develop and implement effective recruitment marketing strategies related to Career Education programs, publications, distribution of brochures, catalogs, and other recruitment materials and strategies; presents at schools, Colleges, and community events as needed.
7. Provides leadership and serves as liaison with industry partners, professional associations, and state agencies for Career Education programs. Represents and advocates for Career Education programs in local, statewide, and national venues.
8. Assists Dean of Business with activities required to participate in the Los Angeles Regional Consortium.
9. Provides leadership and coordination for development, implementation, and assessment of Workplace Learning and High School Articulation efforts across divisions, working in collaboration with deans, associate deans, faculty, and staff.
10. Provides consultation and technical expertise concerning department operations and activities; provides detailed and technical information concerning Career Education programs, services, curriculum, and courses.
11. Monitors grant metrics and collect, analyze, recommend, and disseminate institutional qualitative and quantitative data to measure the progress Career Education programs and students.
12. Conducts a variety of analytical and operational studies regarding Career Education programmatic and grant activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
13. Attends and participates in professional group meetings and various College committees and advisory boards; stays abreast of new trends and innovations related to the area of assignment.
14. Monitors changes in laws, regulations, and technology that may affect College or departmental operations; implements policy and procedural changes as required.
15. Prepares, reviews, and presents reports, various management and information updates, and reports on special projects as assigned by the Dean, Business.
16. Ensures student equity and student success-related issues are an integral aspect of all institutional initiatives and strategic planning; reports on the summative and

cumulative progress of all established efforts and initiatives, and advises and engages in strategies to meet goals and address issues.

17. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
18. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
19. Implements, enforces, supports, and abides by federal, state, local policies, Board and Administrative policies and procedures.
20. Utilizes critical thinking, decision-making, and problem-solving skills with tact, confidence, and diplomacy.
21. Participates on and supports employee participation on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
22. Prepares and delivers DEISAA minded presentations related to assigned areas as required.
23. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
3. California Community College Career Education, Strong Workforce Program, Perkins, and other grant funding guidelines and regulations.
4. Curriculum standards, requirements, and assessments related to departmental programs and services.
5. Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
6. Use of performance indicators for measurement of project success and overall impact on the college.
7. Principles and practices of efficient and compliant grant administration.
8. Operations of career educational systems, including K-12 and 4-year universities.
9. Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
10. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
11. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
12. Modern office practices, methods, and computer equipment and applications related to the work.

13. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
14. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, various socio-economic, and ethnic groups.

Skills & Abilities to:

1. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty and staff.
2. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
3. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
4. Critical thinking and decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with tact, confidence, and diplomacy.
5. Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
6. Provide administrative and professional leadership and direction for the department and the College.
7. Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
8. Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
9. Evaluate and develop improvements in operations, procedures, policies, or methods.
10. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
11. Design training programs, documentation, and deliver presentations on a variety of related topics.
12. Establish and maintain a variety of filing, record-keeping, and tracking systems.
13. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
14. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
15. Communicate effectively through various modalities.
16. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
18. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Master's degree from a regionally accredited college or university with major coursework in any academic discipline, or
2. Valid California credential that authorizes services as a community college administrator; and
3. Three (3) full time equivalent years of experience.

Desirable Qualifications:

1. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, and anti-racism, accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Proven track record of participating in programs relating to diversity, equity, inclusion, and anti-racism, accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.