



JOB TITLE: ASSOCIATE DEAN, INDUSTRY & TECHNOLOGY

Classification:	Academic Administrator	Retirement Type:	STRS*
Salary Range:	13	Board Approved:	January 22, 2019

BASIC FUNCTION:

Under the direction of the division Dean, the Associate Dean of Industry & Technology assists in the administration and development of industry and technology-related program initiatives including, but not limited to, the Strong Workforce Program, adult education, dual enrollment, PERKINS, and other related programs geared towards working adults and non-traditional populations of learners. The Associate Dean will provide oversight of day-to-day operations and administrative procedures to continuously improve processes and assist in expanding program offerings to meet enrollment goals and workforce needs.

REPRESENTATIVE DUTIES:

Assist the Dean with leading the division and developing long-range plans, goals, and objectives. Assist in implementing programmatic direction, curriculum development, and scheduling. Work with project leads and faculty to coordinate non-credit and short-term industry and technology-related course offerings to address the interests of the local community. Monitor processes to ensure optimum productivity and utilization of resources.

Work directly with a diverse group of faculty and staff to support the efforts of the Dean and academic programs that meet the workforce needs of a diverse student population. Analyze state, regional, and local labor market data to determine workforce trends and assess the degree of alignment to division programs. Assist the Dean in determining if existing certificate and degree program offerings meet workforce needs.

Address and handle student petitions, complaints, and requests in accordance with El Camino College policies. Manage student concerns diplomatically and in a timely manner.

Recommend and participate in the development of policies, as necessary, for the District to implement, evaluate, and/or augment in an effort to increase outreach and promote non-traditional programs and services that meet workforce development needs.

Interact directly with students, faculty, staff, and advisory councils and/or other groups. Establish and maintain collaborative partnerships with local employers and workforce boards.

Facilitate coordination and alignment of CTE and workforce development programs with local partners, regional occupational programs, adult education programs, and other colleges in order to enhance educational and career opportunities for students.

Represent the Dean at college meetings, committees, and other official functions upon request. May represent the College on local and regional business and industry advisory committees and councils.

Work closely with applicable stakeholders in developing proposals for grants and contract support. Assist in seeking and securing grants and other sources of funding through partnerships with employers and other local and regional entities.

Assist the Dean with hiring, supervising, training, and evaluating faculty and staff. Ensure compliance with District policies, procedures, and practices. Understand contract provisions within the collective bargaining agreements when managing different personnel classifications. Provide work direction as needed.

Manage personnel issues with faculty and staff. Counsel individuals as needed. Demonstrate and promote a collaborative approach to resolutions. Ensure involvement of pertinent stakeholders in decision-making processes as appropriate.

Work cooperatively with other administrators and supervisors to coordinate programs and services to meet student needs. Resolve conflicts and issues within the division and between divisions.

Assist the Dean with managing the division's fiscal resources. Monitor budgets and recommend measures to reduce operating costs while maintaining productivity and high quality service. Monitor grants and other contracts to ensure compliance and appropriate oversight.

Perform other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree or the equivalent and one year of formal training or leadership experience related to an administrator-level assignment. Knowledge of labor data analysis and workforce trends is required. Willingness to travel to off-site locations and conferences with occasional overnight stays is required. Two years of full-time teaching or counseling experience within a related field is desirable but not required. Sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic backgrounds of students and of persons with disabilities is a must.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of CTE and workforce development initiatives including Strong Workforce, adult education, PERKINS, and other related programs.

Knowledge of grants, budgeting, and project management.

Knowledge of articulation, Guided Pathways, and relevant state and federal regulations.

Knowledge of curriculum development processes.

Knowledge of grant and contract administration, budget monitoring, and control.

Knowledge of education theories and best practices for working with adults and non-traditional learners.

Knowledge of Standard Occupational Classification system terminology and job requirements.

Knowledge of principles of administration and supervision.

Familiarity with community college CTE certificate and degree curriculum development and program approval processes.

Abilities/Skills:

Ability to effectively communicate orally and in writing.

Ability to work cooperatively with others.

Ability to effectively collaborate with faculty to align certificate/degree programs with industry and workforce needs.

Ability to work flexible hours, including evenings and weekends.

Ability to perform duties in a timely fashion with attention to detail.

Ability to plan and organize work.

Skilled in administrative organization and management practices.

Skilled at assessing and evaluating programs and personnel.

Licenses or Other Requirements:

Valid California driver's license.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.