

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN, APPLIED TECHNOLOGY, HOSPITALITY MANAGEMENT, AND WORKFORCE DEVELOPMENT

RANGE: 49

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

DEFINITION

Under administrative direction, plans, organizes, controls and provides administrative direction and oversight for all operations, activities, programs, and services of the School of Applied Technology & Hospitality Management; oversees school-wide educational planning and program development in accordance with the mission, goals, and objectives of the District and School; serves as the administrative leader responsible for the development, coordination, supervision and reporting of the District's Career and Technical Education (CTE) grant-funded initiatives; coordinates with internal and external constituents to provide leadership for the School of Applied Technology and Hospitality Management and workforce development initiatives; supports local accountability, local workforce needs, student internships, and apprenticeships; articulates and implements assigned academic programs with other District divisions, schools, officials, outside agencies, and the public; fosters cooperative working relationships among District divisions and departments and with various public and private groups; provides highly responsible and complex professional assistance to the Vice President, Academic Affairs in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Superintendent/Vice President, Academic Affairs. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff, directly and through hierarchical levels of management and supervision indirectly.

CLASS CHARACTERISTICS

This is a Dean classification that oversees and directs all academic programs, services, and activities as assigned, including short- and long-term educational planning, administration of school/office policies, procedures, programs, and services. This classification assists the Vice President, Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement projects and programs in a variety of areas. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Responsibilities include coordinating the activities of the School and office with those of other District divisions, schools, and outside agencies and managing and overseeing the complex and varied functions of the School and office. The incumbent is accountable for accomplishing planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the functions of the job.

1. Assumes full management responsibility for all assigned academic themed programs, services, and activities.
2. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the assigned area of responsibility; establishes, within District policy, appropriate budget, service, and staffing levels; participates in long-term-planning activities.
3. Oversees and is responsible for School-wide educational planning and program development in accordance with missions, goals, and objectives of the District and School; oversees administration and monitoring of assigned School programs and services to ensure compliance with established curriculum and content standards and requirements; develops, analyzes, and implements curriculum standards to meet student needs; oversees development and implementation of new courses, programs, and instructional activities.
4. Manages, develops, and administers the annual budget for the assigned areas of responsibility; participates in identification of and application for external funding sources; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves funding allocations and expenditures in compliance with legal mandates; directs and implements adjustments as necessary.
5. Selects, trains, and motivates faculty, administrators, and staff; evaluates and reviews work for acceptability and conformance with District standards, including program and project priorities and performance evaluations; provide leadership in the professional development of assigned administrators, faculty, and staff in accordance with District policy and procedures to correct deficiencies; implements discipline procedures; recommends hiring or termination; responds to staff questions and concerns.
6. Conducts faculty review, evaluation process, class visitations, and administrative evaluations.
7. Oversees programs and activities to enhance faculty and administrative understanding of education practices, curriculum standards, and instructional strategies related to assigned School programs and services.
8. Oversees and participates in reviewing faculty curriculum and provides technical advice on changes and modifications to curriculum; works with faculty on curriculum development and transfer articulation proposals.
9. Oversees and participates in reviewing Student Learning Outcomes (SLO) and assessments; advises faculty and provides feedback and recommendations; provides technical training to faculty on SLO development and assessment procedures and guidelines; develops and updates reports tracking the progress and status of curriculum, SLO, and assessment for all courses and programs within the School.
10. Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning School operations and activities; provides detailed and technical information concerning School programs, services, curriculum, and courses.
11. Works with faculty to develop instructional grant proposals; assist the Institutional Advancement Office in providing appropriate information for the preparation of applications and reports for instructional grant projects.
12. Facilitates maintenance of relevant curriculum appropriate to the District's mission; promotes noncredit instructional programs in assigned areas of responsibility.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

Dean, Applied Technology, Hospitality Management, and Workforce Development (Continued)

13. Provides solutions to problems involving students, District employees, and the public on such issues as school-related enrollment, registration, difficult/sensitive inquiries and complaints and monitors class size and cancellations.
14. In conjunction with school faculty and staff, assesses students and continuously monitors their progress for success using appropriate data and research tools.
15. Oversees, directs, and participates in conducting a variety of analytical, organizational, and operational studies regarding programmatic activities, in order to support program expansion and development; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations; submits items for administration and Governing Board consideration.
16. Attends and participates in professional group meetings and various District committees and advisory boards; stays abreast of new trends and innovations in the related to the area of assignment.
17. Directs and facilitates the preparation and maintenance of a variety of records and files.
18. Monitors changes in laws, regulations, and technology that may affect District operations and area of assignment; implements policy and procedural changes as required.
19. Provides leadership in the development, planning, coordination, improvement, and supervision of the operations, services, and activities of the Strong Workforce Program (SWP), Perkins, and related programs; coordinates local and regional SWP planning contract and fee-based community education; ensures that program outcomes address the College's Strategic Plan, support student success, and respond to the dynamic workforce needs of the local industry, address regional advisory committees' outcomes, and align with the local Workforce Development Board and Workforce Innovation and Opportunity Act (WIOA).
20. Represents the District in regional workforce education and training initiatives; develops and expands CTE programs and potential partnerships with appropriate industries, high schools, community organizations, and universities as they relate to career technical education programs; investigates apprenticeship programs as appropriate.
21. Works collaboratively with Student Affairs to ensure planning, coordination, and implementation of admissions and records policies and procedures, Disability Support Services, and other student services programs and resources.
22. Represents CTE and Workforce Development (WD) in all career pathways initiatives and further development of career pathways opportunities and initiatives with a focus on equitable college and career readiness that is important to the school district(s) and the community.
23. Works collaboratively with public and private "feeder" K-12 schools, adult education and noncredit programs, and transfer institutions to ensure the demands of current and future workforces are met through improving college readiness and postsecondary success that includes earning CTE degrees and certificates; implements best practices that result in continuous improvement towards students' college readiness, postsecondary success, and achieving living wage jobs that contribute to the development of the local workforce.
24. Develops and holds annual professional development workshops for all CTE program faculty and administrators who are considering submitting funding requests. Hosts the College Perkins Advisory Committee to ensure that funding meets the requirements of the Act.
25. Ensures regular review and revision of CTE courses of study; acts as a liaison with other Deans regarding programming and student support services.
26. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Development, implementation, and assessment of student learning and/or service area outcomes.
- Principles and practices of enrollment management.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Principles and practices of record keeping.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Provide administrative and professional leadership and direction for the department and assigned program areas.
- Develop and implement goals, objectives, policies, procedures, and work standards for assigned program areas.
- Develop and monitor budgets and effectively utilize resources.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Select, train, motivate, and evaluate the work of [faculty and] staff; train [faculty and] staff in work methods and procedures.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Maintain accurate databases, records, and files.
- Effectively manage priorities in complex and diverse operational units.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

Dean, Applied Technology, Hospitality Management, and Workforce Development (Continued)

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.

EDUCATION AND EXPERIENCE

A Master's degree **AND** one (1) year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment **OR** possession of a valid California Community College Supervisor Credential **OR** the equivalent.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office and classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

Revised: July 2018
Koff & Associates

Revised: May 2023
Human Resources