

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: DEAN OF WORKFORCE DEVELOPMENT, ADULT EDUCATION BLOCK GRANT (AEBG) AND CONTINUING EDUCATION**

#### **SUMMARY DESCRIPTION**

Under the administrative leadership and direction of the Vice President for Academic Affairs, serves as the administrative leader responsible for the development, coordination, and supervision of the District's Career and Technical Education (CTE) Programs, Adult Education Block Grant (AEBG), Continuing Education, and related programs, functions, and services; coordinates with internal and external constituents to provide leadership for career and technical education and workforce development initiatives; determines goals and objectives to support quality programs and services; articulates and implements an overall vision within the College's strategic plan; and supports local accountability, local workforce needs, student internships, and apprenticeships.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide leadership in the development, planning, coordination, improvement, and supervision of the operations, services, and activities of the Strong Workforce Program (SWP) and related programs; coordinate local and regional SWP planning; support AEBG and Continuing Education programs, services, and functional areas including noncredit instructional programs as well as contract and fee-based community education. **E**
2. Provide management direction and oversight to administrators responsible for programs and services within the Department; encourage innovative strategies and systems for effective service delivery; coordinate with administrators, faculty, and staff to formulate policies for designated programs and services; provide leadership for the effective use of resources as well as overall program and service quality. **E**
3. Coordinate CTE credit and noncredit programs; coordinate with internal and external constituents to provide leadership for career and technical education and workforce development initiatives including Strong Workforce, Doing What Matters, CTE Transitions, Carl D. Perkins Act, and AEBG; develop and collect required student data; review and recommend changes to maintain relevance of programs to meet student and community needs. **E**
4. Facilitate CTE program development and implementation across the College; ensure 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). **E**
5. Coordinate with internal and external constituents to provide leadership for Continuing Education including college Noncredit, Community Service (Fee Based), Contract Education and fee-based community education, and Special Projects programs. **E**
6. Coordinate with internal and external constituents to provide leadership for the South Bay Adult Education Consortium/Southwestern including collaborative planning and implementation with member districts, intersegmental institutions, community partners, the college credit and noncredit programs, student support services, and regional consortia efforts; ensure AEBG planning and efforts are consistent with the AEBG plan on file with the CCCCO and the District Strategic Plan; ensure that AEBG is represented in college integrative planning and decision-making. **E**
7. Represent the District in regional workforce education and training initiatives; develop and expand CTE programs and potential partnerships with appropriate industries, high schools, community organizations, and universities as they relate to career technical education programs. **E**
8. Participate in the selection and evaluation of new administrators, faculty, and staff; supervise and evaluate assigned personnel in accordance with District policy; provide leadership in the professional

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- development of assigned faculty, staff, and administrators in accordance with District policy; work with employees to correct deficiencies. *E*
9. Serve as District liaison in developing and implementing SWP with faculty program leads and CTE Committee. *E*
  10. Work collaboratively with Student Affairs to ensure planning, coordination, and implementation of admissions and records policies and procedures, credit and noncredit SSSP, Disability Support Services, and other student services programs and resources. *E*
  11. Work to ensure planning and coordination for the Continuing Education programs and support services with Academic Affairs and Student Affairs as well as instructional and counseling faculty; ensure representation of Continuing Education in College's integrative planning and decision-making processes. *E*
  12. Collaborate with Student Services departments and programs to ensure noncredit students receive appropriate financial aid, orientation, assessment, education planning, intervention, and follow-up services. *E*
  13. Collect and analyze relevant labor market information to support CTE program expansion and development. *E*
  14. Support articulation efforts with secondary and adult schools, colleges, and universities in the area of CTE and AEBG. *E*
  15. Assist with the development of partnerships with external agencies, business, and industry. *E*
  16. Represent 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. *E*
  17. Work 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 degrees and CTE certificates; implement 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. *E*
  18. Coordinate all aspects of Carl D. Perkins Grants funding including posting annual requests for funding and training; administer Perkins plans and applications that include reviewing and approving individual plans developed by career and technical education programs; approve expenditures related to approved plans; submit annual applications and quarterly and final reports to the State Chancellor's Office that verify appropriate use of funds in accordance with required and permissive use of Perkins funds. *E*
  19. Develop and hold annual Perkins professional development workshops for all CTE program faculty and administrators who are considering submitting annual Perkins request for funds and annual Perkins workshops as required by the Carl D. Perkins Act for the College Perkins Advisory Committee to ensure that funding meets the requirements of the Act. *E*
  20. Prepare and administer the annual CTE Transitions plan; coordinate and manage related initiatives that include high school articulation activities as required of CTE Transitions. *E*
  21. Work collaboratively with current and future CTE and WD programs within the District, Statewide, and Region 10 colleges to investigate apprenticeship opportunities as appropriate. *E*
  22. Ensure regular review and revision of CTE courses of study; implement federal and state regulations, course classification, methods of instruction, taxonomy of programs, and other required information; act as a liaison with other Deans regarding programming and student support services. *E*

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23. Ensure that noncredit course schedules are planned and developed to meet both student and college needs to maximize student success and reach full-time equivalent student (FTES) goals. ***E***
24. Facilitate maintenance of relevant curriculum appropriate to the District's mission; promote noncredit instructional programs in assigned areas of responsibility. ***E***
25. Provide solutions to problems involving students, District employees, and the public on such issues as enrollment, registration, complaints, and personnel; monitors class size and cancellations. ***E***
26. Exercise leadership in the planning, development, administration, and monitoring of the budget; manage fiscal resources consistent with District policy and sound financial management principles; administer external funding projects; track program funding allocations and expenditures to ensure compliance with legal mandates; maintain appropriate records for responsible programs and budgets. ***E***
27. Recommend CTE instructional and general policies relevant to assigned areas of responsibility; conduct CTE meetings to facilitate planning and collegial decision-making; inform faculty and staff about issues and projects for District instructional programs. ***E***
28. In conjunction with faculty and staff, assess students and continuously monitors their progress for success using appropriate data and research tools. ***E***
29. Prepare organizational and operational studies; prepare a variety of statistical and narrative reports for informational and planning purposes; recommend modifications to programs, policies, and procedures as appropriate; submit items for administration and Governing Board consideration. ***E***
30. In collaboration with faculty and administration, identify and prioritize program needs, secure available funding, and strategically allocates and reallocates resources for CTE instructional programs. ***E***
31. Participate in the development of District plans including the Strategic Plan and Program Review and Planning. ***E***
32. Create an atmosphere of collegiality and support the goals of participatory governance; participate in shared governance through service on planning and/or operations councils and committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information. ***E***
33. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

District policies, procedures and current educational programs.

Operations, services, and activities of Workforce Development, AEBG, Perkins, and Continuing Education.

District policies, procedures, goals, and objectives.

Pertinent federal and state laws, codes, rules, regulations, and guidelines.

Methods and techniques of leadership and management.

Methods and techniques of hiring, supervision, and performance evaluation.

Methods and techniques of designing and implementing education programs, services, and projects.

Principles and practices of curriculum and course development.

Principles and practices of budget preparation and administration.

Methods and techniques of research, analysis and decision making.

Principles and procedures of report preparation.

Effective and appropriate oral and written communication skills.

English usage, grammar, spelling, punctuation, and vocabulary.

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**Ability to:**

Provide vision and creativity to solving problems and developing new services.  
Direct the activities of and provide effective leadership for the assigned programs and services.  
Oversee and participate in the development, implementation, and administration of program goals, objectives, policies, and procedures.  
Develop and monitor an operational budget.  
Develop, coordinate, and manage effective education programs and services.  
Select, supervise, train, and evaluate assigned staff and faculty.  
Review program areas and recommend program modifications.  
Analyze curriculum and offered courses and recommend modifications.  
Oversee and participate in the creation new curriculum and courses to meet the learning needs of students.  
Exercise critical and independent judgment.  
Serve on a variety of boards and committees.  
Coordinate multiple project activities and tasks.  
Work successfully with District faculty, administrators, and staff as well as with representatives from business, industry, and educational organizations.  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications: A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of two years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

Preferred Qualifications: Three or more years of management and leadership experience in developing and implementing workforce development, AEBG, and/or continuing educations programs that advance the mission of the community college and its students; and experience in a community college environment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distraction; extended periods of time viewing computer monitor; work outside of normal business hours may be required in order to meet deadlines and to attend meetings in the evening or on weekends; travel may be required.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.