

Dean of Career Technologies

Division	Instructional Services	Department	Career Technologies Division		
Classification	Curriculum Faculty	Revised	April 2003		
Supervisor	Vice President for Instructional Services	Position #		Job Class	

Statement of Primary Purpose

Provide leadership and fulfill administrative, instructional, and coordinative duties in the instructional programs for the Career Technologies division. Includes coordination of day, evening, weekend, off-campus, and online course work for the division.

Classification

Curriculum staff, full-time, exempt.

Essential Functions and Responsibilities

Manage all business, vocational, engineering, and public service instructional programs:

- Promote an environment conducive to learning for 50 degree, diploma, and certificate options in 30 program areas
- Coordinate the development of instructional programs
- Review the development of course competencies
- Monitor methods of assessment in programs and courses
- Maintain program publications
- Participate in marketing activities
- Maintain program compliance with regulatory and accreditation standards
- Administer academic policies and procedures
- Ensure the development of appropriate course outlines and syllabi
- Monitor the currency of instructional resources
- Promote the development of innovative instruction
- Develop schedules of course offerings
- Review and approved textbook adoptions
- Participate in the development of articulation agreements
- Serve as program coordinator for the following curriculum programs: Air Conditioning, Heating & Refrigeration; Carpentry; Electrical/Electronics; Occupational Education Associate; and Welding Technology.
- Serve as interim program coordinator as needed in other career technologies

Facilitate program review and planning process:

- Assist faculty in establishing and executing short and long term program goals
- Participate in data gathering, interpretation, and evaluation activities
- Collaborate with faculty in periodic reviews of planning and goal attainment
- Identify and coordinate advisory committee meetings with industry professionals
- Revise and update curriculum
- Design and implement new programs of study

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Provide student related services for Career Technologies Division:

- Organize and participate in student recruitment activities
- Participate in student orientation
- Evaluate transfer and advanced placement credit
- Advise, register, and counsel students
- Evaluate student needs and refer as needed
- Participate in retention development strategies
- Participate in student grievance resolution
- Ensure due process for student disciplinary and appeal issues
- Review graduation eligibility of students
- Provide support for job placement of students

Administer faculty and staff operations of Career Technologies Division:

- Directly supervise 25 full-time instructors, 30 – 45 part-time instructors, and eight full and part-time staff members (lab assistants and administrative assistant)
- Promote a collaborative work environment
- Promote professional standards and protocol
- Determine staffing needs and establish qualifications
- Participate in recruiting, interviewing, and selecting faculty and staff
- Ensure completion of personnel files
- Participate in orientation of faculty and staff
- Assign and monitor workloads
- Identify and procure resources needed by faculty and staff
- Evaluate performance of faculty and staff
- Plan and participate in professional development activities
- Serve as liaison between faculty and staff and administration
- Seek to resolve faculty and staff conflicts
- Approve all leave, travel, and purchase requests of faculty and staff
- Conduct divisional faculty and committee meetings
- Recommend review processes of faculty and staff

Manage budgets for academic programs in the Career Technologies Division:

- Collaborate with faculty to project future funding needs
- Request interim and annual program funding
- Allocate and reallocate funds based on departmental, divisional, and institutional priorities
- Authorize purchase of equipment and supplies and maintain vendor relations
- Seek alternative funding sources through grants, donations, and external partnerships
- Monitor expenditures and provide periodic reports to faculty and senior administration
- Verify and submit staff payroll information
- Effectively meet deadlines

Manage supplies and equipment for Career Technologies Division:

- Project future needs
- Monitor inventory of supplies and equipment
- Write equipment specifications and communicate with vendors
- Approve supply and equipment orders
- Authorize repair and maintenance of equipment
- Monitor procedures for ensuring security of equipment and supplies
- Conduct safety reviews to ensure safe use of facilities, supplies, and equipment

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- Ensure that regulatory guidelines are followed
- Research and evaluate emerging technology

Provide Instruction in a Career Technology Discipline

- Plan and delivery instruction including the development of computer presentations, learning activities, course assignments, and progress evaluations
- Develop course syllabus and select textbooks and course materials
- Advise students toward completion of certificate and degree programs

Additional Duties and Responsibilities

Perform other duties as assigned.

Minimum Qualifications

Education	Bachelor's degree in a career technology discipline. Master's degree in education or a career technology discipline.
Knowledge and Skills	Teaching and administrative experience leading to this level of responsibility. Demonstration of skills in the areas of: communication, organization, and managing multiple priorities; ability to establish and maintain effective working relationships with students, faculty, staff, community groups, and others; and demonstrated ability to work within a collaborative team environment.
Physical Demands	
Licensing Requirement	

Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

Ability to accommodate a flexible working schedule. Limited travel within service area.

Equipment Operation

This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.