

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Dean, Instruction/CTE Programs and Grants

BASIC FUNCTION: Under the direction of the Vice President of Academic Affairs, the Dean, Instruction/CTE (Career and Technical Education) serves as the academic officer primarily responsible for the facilitation, coordination, planning, and support for career and technical education programs and services. The Dean, Instruction/CTE provides leadership in setting strategic direction in support of CTE programs; encourages and fosters innovation and optimal integration and alignment with college initiatives including categorical programs and grant initiatives; in collaboration with other Deans of Instruction, department chairs, and staff participates in planning and scheduling; provides strategic oversight to the National Center for Supply Chain Technology Education; and ensures for proactive linkage and outreach of CTE programs to regional business, educational partners, and interdisciplinary collaboration within the institution.

SUPERVISORY RESPONSIBILITIES: Project director, department chairs, faculty, and classified personnel.

REPRESENTATIVE DUTIES:

1. Provides college-wide leadership and direction for the development and modification of career and technical education programs and services.
2. Advises the college Vice President regarding budgets, planning, coordination, and evaluating education programs.
3. Serves as the Principal Investigator for the National Center for Supply Chain Technology Education providing strategic direction and oversight.
4. Administers and provides leadership in the identification of funding opportunities and the development of CTE curriculum within institutional grants such as, but not limited to, CTE grants, Carl Perkins CTE funds, SB-70 projects, Title V, Title III, and National Science Foundation.
5. Conducts needs analyses, surveys, and/or other research to identify the viable and optimal course and program offerings to support the regional community/industry. Facilitates CTE curriculum approval processes and program discontinuance processes in collaboration with CTE faculty.
6. Assists in the development of the class schedule, college catalog, educational master plan, and other publications in collaboration with other Deans of Instruction.
7. Assigns FTES under fiscal and educational policies.
8. Oversees and participates in the improvement of instruction process for full and part-time CTE faculty.
9. Supervises assigned staff and conducts performance evaluations.
10. In collaboration with faculty, responds to CTE student concerns and inquiries
11. Serves on various planning committees and taskforces in support of the college strategic planning structure and accreditation.
12. Assists with the institutional accreditation process and accreditation processes for individual CTE programs as needed

13. Administers the preparation and timely submission of all annual and quarterly financial reports for CTE related funds; assists related faculty and staff in preparing accountability reports; and supervises the data collection required for the completion of various state and federal CTE reports including Gainful Employment.
14. Serves as a resource in coordinating industry advisory committees for career and technical education programs to provide input concerning program design and implementation; Serves as a liaison with industry professionals and advisory groups to identify emerging/changing job classifications and hiring trends.
15. Make presentations as necessary to various groups with the district, community and state
16. Develops and administers relationships and CTE programs with four-year, K-12, regional occupational education, and appropriate community based organizations related to CTE programs and services, work experience and cooperative education, 2+2 +2 programs, and appropriate contract educational programs.
17. Supervises and facilitates appropriate CTE articulation agreements.
18. Maintains an understanding of current ideas, research, and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
19. Assists in the promotion and marketing of the college image and CTE instructional programs in the college service areas
20. Direct information gathering and preparation of reports related to the occupational education/vocational programs/services and oversees the preparation and maintenance of various records
21. Determines program and grant budget needs in collaboration with department chairs and faculty. Maintains appropriate fiscal and expenditure controls to ensure that federal, state, county, and community college law, regulations, and procedures and audit standards are observed
22. Serves as a member of the Management Leadership Association.
23. Participates in local, regional, state, and national activities to promote the Riverside Community District.
24. Performs other related responsibilities as may be assigned by supervisor.

EDUCATION: Master's degree with a major in one of the disciplines taught at the community college is required. An earned doctorate is desired. Degrees must be from an accredited institution (See our website for evaluation requirements for units and degrees earned at foreign institutions).

EXPERIENCE: A minimum of three (3) years progressively responsible academic administrative experience reasonably related to this assignment and prior teaching experience in one or more of the areas to which the Dean position is assigned. Experience in grant-funded project management at the federal and/or state level is highly desired.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: The mission of California Community Colleges; Federal Grants, and particularly regulations regarding grant expenditures and compliance (e.g. OMB Circulars, EDGAR, etc.); teaching and learning strategies and experience in evaluation of those strategies; and an understanding of the curriculum process and ability to develop and implement credit and not-for-credit programs.

ABILITY TO: Relate well and work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds; demonstrated ability to work effectively in a participatory manner with all segments of the college community and community at large; lead, implement and manage change; interpret and uniformly implement district policies and procedures and the college bargaining agreements; communicate effectively and persuasively orally, in writing, and using technology. A track record of being innovative in planning, developing, and producing quality instruction and student services delivered via technology. Proficiency in applying technological applications to daily work. A commitment and sensitivity to, and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College's instructional program. A heightened sense of integrity, high energy, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative.

DESIRABLE QUALIFICATIONS: Three or more years of progressively responsible experience in developing, implementing and managing CTE programs and/or new programs in a college, university, or district post-secondary educational setting. Includes program and curriculum development processes as well as implementation and approval procedures at local and state levels; Demonstrated successful experience linking educational programs and services to the educational and workforce development needs of business and industry; Demonstrated successful experience using data, surveys and student/community input to develop new and revise existing curriculum; demonstrated successful experience meeting deadlines; Demonstrated ability to plan and establish structures, systems, and processes to reach goals and objectives with initiative and to completion; demonstrated successful experience acquiring program or institutional resources and facilitating partnerships between local and regional business and industry resources and facilitating partnerships between local and regional business and industry groups and the campus community; Demonstrated successful experience leading programs related to the administrative assignment, including strategic planning and decision making, staffing, evaluation, and supervision.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: Administrators, faculty, staff, students, general public, vendors, industry, community groups, other community colleges.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.