

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

**JOB TITLE:** Associate Dean, Career & Technical Education/Project Director, NSF National Center for Supply Chain Technology Education

**BASIC FUNCTION:** Under the direction of the Dean of Instruction, Career & Technical Education, or other academic manager, provides administrative supervision and oversight for Career Technical Education (CTE) instructional programs and researches the viability of new programs and their implementation. Provides leadership in the CTE area for teaching excellence and student learning, with the goal of student success and continuous improvement of CTE Programs and grants. Manages, coordinates, develops, and executes a variety of projects related to CTE, grant projects and related programs.

**SUPERVISORY RESPONSIBILITIES:** Supervises and directs the activities of Secretarial and Clerical staff.

**REPRESENTATIVE DUTIES:**

1. Provides campus leadership and coordination in support of career, technical and emerging occupational education programs and services;
2. Conducts needs analyses, market surveys and other research to identify viable and sustainable courses, programs and majors not currently offered and works collaboratively with deans, department chairs, faculty and other relevant staff or external agencies to implement quality programs into the curriculum and schedule of classes.
3. In consultation with the Dean of Instruction, oversees and participates in the evaluation of faculty and improvement of instruction process for full and part-time CTE faculty.
4. In consultation with the Dean of Instruction and CTE department chairs, responds to CTE student concerns and inquiries.
5. Advises the Dean of Instruction of short-term and long-term impacts of new program offerings.
6. Researches the necessary skills needed for emerging job classifications which are prominent throughout the campus service area.
7. Works with and establishes partnerships with regional trade associations, economic development agencies, business/industry to identify emerging skills and hiring trends. Works collaboratively with relevant programs and faculty to develop partnerships and linkages with business, industry, and community in the procurement of internship opportunities.
8. With the input of industry partners, supports and promotes curriculum development by faculty to respond to student and community needs, including establishment and use of learning outcomes at the course and programmatic level, and ensures the assessment of said outcomes.
9. Develops and maintains relationships with four-year colleges and universities, K-12, regional occupational education institutions, and appropriate community based organizations related to CTE.
10. Provides leadership in identifying outside funding opportunities for CTE and New Program offerings. Coordinates the procurement and distribution of grant funds by preparing grant applications, budgets and reports for local, state and federal grant supported programs.

11. Prepares relevant grants and ensures CTE and new program related grants are managed according to grant guidelines.
12. Prepares and submits all related financial reports for CTE related funds in a timely manner.
13. Plans and administers program budget and expenditures of CTE and new programs as required.
14. Assists CTE faculty in the development of advisory committees. Provides guidance in working with advisory committees and attends advisory committee meetings.
15. Assists in the promotion and marketing of the college image and CTE instructional programs in the college service area.
16. Serves on campus-wide committees relevant to enrollment management, strategic planning, student learning outcomes, budget development and management, program review, and program advisory groups, and others as required.
17. Assists with the institutional accreditation process and accreditation processes for individual CTE programs as needed.
18. Working with CTE faculty, ensures that each career/technical program has an active advisory committee that meets regularly to provide input concerning program design and implementation.
19. Participates as a member of the District Career Technical Committee.
20. Serves as a member of the Management Association.
21. 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.
22. Performs other related responsibilities as may be assigned.

**EDUCATION:** Possession of a master's degree from an accredited college or university (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 the assignment;

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** of the mission of California Community Colleges; 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 sensitively 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 economic 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; Prior teaching experience in one or more of the areas to which the Associate Dean position is assigned; 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 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; and developing and managing budgets;

**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:** Co-workers, department chairs, students, Dean of Instruction, VPES, President, Diversity & Human Resources, Office of Budget and Finance, Grants and Contracts, Instructional Department Specialists, Regional Deans, Counseling Staff, and Advisory groups.

**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.

11/09