

**San Jose/Evergreen Community College District
Academic Management Job Description**

Position: Dean, Workforce and Economic Development

Department: Workforce Institute

Location: Workforce Institute (WI)

Date: 8/26/14

POSITION PURPOSE

Reporting to the Vice Chancellor of Workforce, Economic, and Resource Development, the Dean of Workforce and Economic Development plans, organizes, administers, develops, and evaluate the programs, projects, and activities of assigned strategic grants and initiatives; oversees operations; develops potential revenue and funding opportunities; coordinates interdepartmental requirements for marketing and sales; develop or enhance community and business-related partnerships; plan, supervise, and evaluate the performance of assigned personnel; and aligns Workforce Institute programs with current workforce trends.

NATURE and SCOPE

The Dean of Workforce and Economic Development is responsible for ensuring Corporate Sales, Community Education, Workforce Investment Act Programs, and other assigned instructional programs and strategic initiatives meet defined goals.

KEY DUTIES and RESPONSIBILITIES

Leadership

1. Participate in strategic and long-range instructional planning for the Workforce Institute and the District.
2. Oversee and participate in identifying local/regional training and professional development needs of the labor market and local businesses. Manage and coordinate the outreach activities that identify and secure training and development contracts with businesses and other employers.
3. Recommend instructional and general policies related to non-credit education. Promote excellence in teaching.
4. Develop and implement annual and long term plans to promote basic, technical, vocational, professional and supervisory training. Coordinate all marketing, public relations, and other activities that support reaching annual goals.
5. Provide leadership for program review, including improvement and development; systematic assessment of student progress and learning outcomes; and review and recommend changes to maintain relevance of Workforce Institute programs and to meet student and community needs.
6. Provide leadership to and participates with staff in developing new partnerships and contracts with employers.
7. Conduct research of labor market and community demographics, business growth and employment needs in the service area. Forecast potential revenues that could be derived from training programs to meet these needs.

8. Stay abreast of trends in legislation and in the training field to assure competitiveness and financial viability.

Curriculum & Program Development

1. Facilitate maintenance of a curriculum repository appropriate to the Workforce Institute mission.
2. Work with faculty to plan for curriculum additions, modifications and deletions. Provide program analysis and evaluations.
3. Oversee and participate in design and development, including online, programs that respond to differing learning styles of customers.
4. Determine and oversee needs for workforce development programs and services, provide for proper staffing and implementation of classes, and administer and evaluate courses and assigned full time and part-time staff.

Operations

1. Develop and monitor the Workforce Institute operational and program budgets.
2. Oversee information systems, including student and administrative networks, coordinate the design, implementation and updating of the management information systems; investigate available technologies; determine short and long-range hardware and software needs.
3. Oversee Workforce Institute facility; monitor room usage and scheduling; ensure facility meets professional standards.
4. Oversee inventory control including the purchase, lease, security, and maintenance of equipment.
5. Ensure customer service meets Workforce Institute standards and goals.
6. Identify and prioritize division needs, secure available funding, and strategically allocate and re-allocate resources.
7. Responsible for compliance with state and federal regulations, including timely reporting as required.

Staffing

1. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; orient, train, counsel, and discipline personnel according to established policies and procedures.
2. Create and maintain instructor pool sufficient to meet contractual requirements; train, supervise and evaluate not-for-credit instructors.

Student Success

1. Assess students and continuously monitor their progress for success using appropriate data tracking and research tools.
2. Ensures that training and business activities provided by the Workforce Institute offer access to a diverse population, including those with special access and learning needs.

Community Relations/Outreach

1. Develop or enhance community and business-related partnerships to determine needs for new courses and programs, create funding opportunities, and establish advisory committees as appropriate.
2. Facilitate partnerships between the Workforce Institute, feeder high schools, four-year transfer institutions, and workforce development organizations.
3. Determine and oversee adult education and/or non-credit education needs for other college sites and centers regarding instructional programs and services.

Scheduling

1. Ensure preparation of a schedule of job readiness, career development, and personal enrichment workshops to meet the needs of the community and produce accurate schedules, catalog information, and program information.
2. Assign faculty to classes, monitor schedules and faculty and staff workload for accuracy throughout the semester, and assure accurate and timely reporting.

Other Duties:

1. To serve on a variety of committees as appropriate.
2. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Higher education in community colleges.
2. Learning theory and learning styles.
3. Instructional delivery modalities.
4. Development and evaluation of curriculum and programs.
5. Budget preparation and control.
6. Principles and practices of administration, supervision, and training.
7. Interpersonal skills using tact, patience, and courtesy.
8. Entrepreneurial management methods that assure profitability
9. Effective sales and marketing strategies
10. Resources for workforce development trends and funding opportunities
11. Operation of a computer terminal and data entry techniques, including effective tracking and reporting tools.

Skills and Abilities:

1. Effective oral and written communication skills.

2. Plan, organize, develop, and evaluate the programs, activities, and curriculum of a college instructional division with faculty and staff to meet student and community needs.
3. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
4. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.
5. Present a positive image of the Workforce Institute in the community.
6. Recruit, train, supervise, and evaluate personnel.
7. Analyze situations accurately and adopt an effective course of action.
8. Plan and organize work to meet schedules and time lines.
9. Understand the needs of WI in the context of the overall instructional programs and participate with the management team to coordinate projects and set goals and priorities for the College as a whole to offer effective services to students.
10. Organize and chair meetings, lead workshops, facilitate group discussions, and involve staff in idea generation, goal setting, and decision making.
11. Develop grants or proposals.
12. Develop effective workforce training programs; determine appropriate curriculum and delivery methods; assign and evaluate the work of not-for-credit instructors.
13. Operate a computer terminal to enter data, maintain records and generate reports.

Education and Experience:

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve; and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
2. Master's degree in a discipline related to assignment.
3. One year of formal training in leadership or leadership experience reasonably related to the administrative assignment, or possession of a California community college instructor credential and/or community college supervisor credential.

Working Conditions:

1. Typical office environment.

Date Approved: 8/26/14

Salary Range: M 30

EEO Category: 2B1 - Executive/Administrative/Managerial