



VICE PRESIDENT, WORKFORCE DEVELOPMENT AND INSTITUTIONAL ADVANCEMENT

DEPARTMENT:

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - M](#)

POSITION PURPOSE:

Reporting to the President, provides strong leadership and vision in coordinating the development and operation of Career and Workforce Development programs on and off campus; coordinates the implementation of new career programs, and provides leadership to college divisions and programs.

NATURE and SCOPE:

The Vice President of Workforce Development and Institutional Advancement serves as a catalytic force in formulating, implementing, collaborating and promoting career programs, economic development and workforce education, on the campus. The position provides leadership and oversight for Biological and Health Sciences, Physical Education and Athletics, the Krause Center for Innovation, apprenticeship, Co-Op Education, VTEA and facility rentals.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Provide leadership to ensure the viability and integrity of career and vocational programs.
2. Work with division deans to implement new career programs.
3. Represent the college as a member of the Bay Area Community College Consortium.
4. Liaison to the State Chancellor's Office for Workforce Development.
5. Monitor VTEA budget and campus-wide allocations.
6. Attend regional and state occupational education meetings and conferences.
7. Supervise administrators, staff, and faculty to create and maintain a positive working, teaching, and learning environment.
8. Develop and coordinate the college-wide CTE advisory board.
9. Represent the college in District decisions involving budget, personnel, safety, and technology allocations.
10. Support and implement the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
11. Ensure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentations and requiring employees to receive mandated training.
12. Promote and enforce the District's commitment to safety and SEMS training.
13. Performs other related duties as assigned by the President.

EMPLOYMENT STANDARDS

Knowledge:

1. Applicable laws, guidelines, regulations, and contracts such as Education Code, Title V, Board policies, OSHA regulations, federal and state labor laws and ADA compliance laws.
2. Principles of employment, supervision, and evaluation of faculty, staff and administrators.
3. Collective Bargaining Agreements with the Faculty Association, ACE, CSEA and Teamsters, and OE3.
4. Shared governance, teambuilding and collaborative decision-making processes within and across organizational lines.
5. District administrative policies and procedures.
6. Technology and commonly used software and communication media.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Use effective communication skills, both oral and written, including complex proposals and presentations, and effective listening skills.
3. Supervise personnel.
4. Effectively lead and manage.
5. Effectively use interpersonal skills, follow through with duties, provide attention to detail, and demonstrate the ability to motivate others.
6. Effect innovative solutions to management issues.
7. Interpret and apply rules, regulations, policies and procedures.
8. Represent and promote the interests of the division in the administration.
9. Use creative facilitation and conflict resolution skills to resolve difficult and sensitive issues.
10. Understand and implement shared governance, teambuilding and collaborative decision-making process within and across division/department lines.

Education and Experience:

1. Master's degree in related field.
2. Three years of administrative experience, formal training, internship, or leadership in a related field.
3. Three years progressively responsible administrative leadership, including instructional division dean/chair experience or equivalent.

Preferred Qualifications:

1. Experience with development and implementation of career programs.
2. Experience with college or industry workforce planning.
3. Coursework or training in cultural competency.
4. Experience in implementing data driven educational best practices.
5. Experience in enrollment management and productivity measurements.
6. Experience monitoring budgets and grants.
7. Experience working with the California Education Code, Title 5 Regulations, and collective bargaining.

WORKING CONDITIONS:

Environment:

1. Typical office environment.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.

3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Revised: November 2011

Ed Code: H-10

Creditable Service: PERS