

**DEAN, CAREER TECHNICAL EDUCATION AND WORKFORCE DEVELOPMENT**

**DEPARTMENT:** Instruction

**COLLEGE:** De Anza

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

**POSITION PURPOSE:**

Reporting to the Vice President of Instruction, the Dean of Career Technical Education and Workforce Development is responsible for overseeing De Anza College's Career Technical Education (CTE) program initiatives including but not limited to the Strong Workforce Program (SWP), Carl D. Perkins Career and Technical Education Act, CTE Pathways and Dual Enrollment, Apprenticeship, Career Services, industry engagement, and other educational areas as assigned. For this role, emphasis is placed on the expansion and continuous improvement of CTE program offerings within De Anza College.

The Dean of Career Technical Education and Workforce Development promotes and supports the college in local and regional CTE program development; employer and industry engagement; regional advisory committees and workgroups; coordination with the local workforce boards (e.g. NOVA and Work2Future); and partnerships with local secondary school districts, colleges, and universities. The incumbent oversees the administration of the college's CTE grant activities; articulation and dual enrollment efforts with high school districts and ensures compliance with relevant state and federal grant requirements; represents the college in local and regional workforce education and training initiatives; and facilitates the expansion of CTE programs and partnerships through and in collaboration with new state initiatives.

**NATURE and SCOPE:**

The Dean of Career Technical Education and Workforce Development is responsible for working with academic division deans in the coordination and planning of CTE program administration; networking with secondary and adult school partners in the development of CTE pathways; and ensuring that CTE and workforce related grants and initiatives are implemented across campus in accordance with local, regional, state and national initiatives. The Dean represents the interests of CTE programs on college and district participatory governance groups. In addition, the Dean represents De Anza College on various work groups, advisory boards, local chambers of commerce, and industry associations.

The Dean is responsible for the supervision, hiring and evaluation of full- and part-time classified professionals, temporary and student employees, and volunteers. The Dean also makes operational decisions and coordinates with other college services throughout the campus and the district.

**KEY DUTIES and RESPONSIBILITIES:**

The Dean of Career Technical Education and Workforce Development engages with De Anza College academic division deans, senior administrators, and CTE department chairs/coordinators to develop and administer a college-wide plan for career education and workforce development.

1. Analyze state, regional, and local labor market trends; advise on the development of new and restructuring of existing CTE certificate and degree program offerings.
2. Administer De Anza College's allocation of the Carl D. Perkins Career and Technical Education Act, Strong Workforce Program (SWF), CTE Pathways and other related grants and initiatives.
3. Ensure that CTE grant funds are managed in compliance with established regulations and reporting deadlines.
4. Facilitate coordination and alignment of CTE and workforce development programs with local secondary partners, regional occupational programs, adult education programs, and programs at other colleges in order to enhance educational and career opportunities for students.

5. Provide direction and management for the CTE and dual enrollment pathways and personnel assigned to the related programs.
6. Establish and maintain collaborative partnerships with local employers and workforce boards; represent De Anza College on local and regional business and industry advisory committees and councils.
7. Support the college's CTE programs in seeking and securing funding and other resources vis-à-vis grants, partnerships with employers, and cooperative efforts with local and regional entities.
8. Serve as administrative co-chair the De Anza College CTE advisory group; facilitate interdisciplinary dialogue on CTE program planning, evaluation, and improvement.
9. Serve as workforce development representative on participatory governance groups as assigned.
10. Serve as De Anza College representative to such groups like the Bay Area Community College Consortium (BACCC), Bay Area CTE Leadership Group, NOVA Workforce Board, and other government, business, and industry groups and associations as assigned.
11. Monitor and support regional and college initiatives for CTE and workforce development, promote the effective leveraging of funding and personnel resources to support the overall mission, goals, and objectives for De Anza College.
12. Participate in various local, regional, state, and national meetings, conferences, workshops, symposia, and advisory councils related to CTE, workforce development, and industry engagement.
13. Develop and deliver formal and informal presentations to local, regional, and State organizations and associations.
14. Promote the development of innovative instructional and support programs to meet the workforce needs of a diverse student population.
15. In conjunction with the Dean of Community Education, coordinate CTE not-for-credit and short term CTE course offerings to address the interests of the local community.
16. Support, implement and promote compliance with campus and district equity plans in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
17. Hire, supervise, train, and evaluate staff as assigned.
18. Work flexible hours, including occasional evenings and weekends.
19. Perform other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Current workforce development issues and regional, state, and national labor market trends.
2. Community college CTE certificate and degree curriculum development and program approval processes.
3. Applicable Federal and State laws, regulations, codes, policies and procedures related to assigned programs including but not limited to the following: California Code of Regulations, California Education Code, Budget and Accounting Manual, California Community Colleges Taxonomy of Programs and Data Element Dictionary, Program and Course Approval Handbook, Education Department General Administrative Regulations (EDGAR), and Western Association of Schools and Colleges Accreditation Standards.
4. Grant and contract administration, budget monitoring and control.
5. Education theories and best practices for working with adults and non-traditional populations of learners.
6. Standard Occupational Classification (SOC) system terminology and job requirements.
7. Financial and student records systems (e.g. Banner) and databases (e.g. Cal-PASS Plus).
8. District and college policies and procedures, including participatory governance structures.
9. Principles of training and providing work direction to others.
10. Administrative organization and management practices.
11. Effective use of typical modern office computer software programs and equipment; report and presentation development.
12. Collective bargaining contract provisions.
13. Organizational skills that enable performance of duties in a timely fashion with attention to detail.

**Skills and Abilities:**

1. Communicate effectively and constructively with persons of diverse cultures, language groups, and abilities.
2. Administer program operations, decision-making, and long-range planning of large-scale and multifaceted programs with high financial accountability.
3. Prepare extensive narrative applications and reports with careful adherence to guidelines and attention to detail.
4. Develop and monitor program budgets.
5. Interpret, apply, and explain rules, regulations, policies and procedures.
6. Utilize college and California Community Colleges databases. Run queries and analyze data regarding program outcomes and accountability metrics.
7. Provide work direction to other program personnel and guidance to a wide range of college, district, and community stakeholders, including senior administrators.
8. Make presentations and facilitate workshops for a variety of audiences, including administrators, faculty, staff, and industry representatives.
9. Establish and maintain cooperative and effective working relationships with a variety of campus stakeholders, businesses, secondary and college administrators, and government agency representatives.
10. Plan, supervise and evaluate the work of others.
11. Proven management and problem solving skills.

**Education and Experience:**

1. Master's degree from an accredited college or university.
2. One (1) year of leadership experience.

**Preferred Qualifications:**

1. Major coursework in education or a related field.
2. One (1) year leadership experience in career technical education and/or workforce development.
3. Experience with developing and administering CTE programs in a broad range of industry sectors; knowledge of industry certification programs and standards.
4. Knowledge of best practices in the development of career pathways programs for secondary students, including dual enrollment and non-credit options.
5. Experience working with government agencies, community organizations, and employers in the area of workforce development.
6. Classroom teaching experience at the post-secondary level in a CTE discipline.
7. Experience overseeing and managing federal and state funding for CTE.
8. Ability to provide administrative leadership in a college culture that values consultation and participatory governance.
9. Demonstrated ability to develop creative and innovative solutions.

**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 Approved: Nov 2018  
EEO Category: H10