



**ASSOCIATE VICE PRESIDENT, WORKFORCE DEVELOPMENT AND  
CAREER TECHNICAL EDUCATION (CTE)**

**DEPARTMENT:** Instruction and Institutional Research

**COLLEGE:** Foothill

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

**POSITION PURPOSE:**

Reporting to the Vice President of Instruction & Institutional Research, the Associate Vice President (AVP) of Workforce Development and CTE provides strong leadership and vision in coordinating the development and operation of Career and Workforce Development programs on and off campus and at Foothill College Sunnyvale Center, coordinates the implementation of new career programs, and provides leadership to ensure the viability and integrity of career and vocational programs.

The Associate Vice President leads college efforts including focused training for local business and industry; healthcare, nonprofit and government sectors; professional/career training programs; and small business/entrepreneurial development programs. The AVP works with the president and senior leadership team to determine vision, strategy, short and long range goals, operating budgets for workforce programs and career technical education. The AVP supervises apprenticeship and internship programs and is responsible for marketing, enrollment, budget, data management and analysis, and assisting in the design and development of new programs. The AVP works closely with staff to achieve the goals of the division in accordance with the mission, core values, and purposes of the college.

**NATURE and SCOPE:**

The Associate Vice President of Workforce Development and Career Technical Education serves as a catalytic force in formulating, implementing, collaborating and promoting career programs, economic development and workforce education. The position provides leadership and oversight for the Foothill College Sunnyvale Center, workforce business partnerships, K-12 career pathways collaboration and develops cutting edge educational and training programs in collaboration with internal and external groups in order to provide a well-trained workforce.

**KEY DUTIES and RESPONSIBILITIES:**

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

1. Work with division deans to implement new career programs.
2. Lead and participate in regional efforts to address workforce shortages and needs assessments.
3. Guide the assessment of current programming to strengthen content, improve employer satisfaction, and increase community connections.
4. Work with Foothill College faculty and staff to implement credit and non-credit workforce development programs that meet community needs.
5. Conduct business enterprise planning, identify funding (i.e., grants and contracts), and coordinate program delivery, and resource development.
6. Create and operate strategic alliances with economic development entities, corporations, community groups, labor unions and local government.
7. Ensure that commitment to diversity and inclusion is visible in all aspects of the division's operations.
8. Collaborate with K-12 system, particularly secondary institutions, to create dual enrollment career pathways.

9. Develop effective partnerships with businesses and industries in the identification of training needs, including conducting quantitative and qualitative training needs assessments, and development of customized workforce solutions.
10. Serve as the institutional liaison to local, state and federal economic and workforce training agencies and employer partner organizations.
11. Responsible for area alignment with college strategic initiatives and facilitates the preparation of short- and long-term plans in support of college mission, vision and goals.
12. Oversee the development of marketing strategies and outreach processes leading to enrollment and programmatic recognition and growth in workforce programs and CTE.
13. Represent the college as a member of the Bay Area Community College Consortium, serve as liaison to the State Chancellor's Office for Workforce Development and attend regional and state occupational education meetings and conferences.
14. Monitor VTEA budget and campus-wide allocations.
15. Supervise administrators, staff, and faculty to create and maintain a positive working, teaching, and learning environment.
16. Develop and coordinate the college-wide CTE advisory board.
17. 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.
18. 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.
19. Promote and enforce the District's commitment to safety and SEMS training.
20. Performs other related duties as assigned by the President.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Extensive knowledge of current workforce development issues at the regional, state, and national levels.
2. Considerable knowledge of current and projected job market trends, educational and training needs of business, industry and government in Silicon Valley and of best practices in the provision of workforce development, economic development and training in community colleges in both credit and non-credit options.
3. Demonstrated ability to provide collaboration, strategic thinking, and innovation in building and leading highly effective teams, and developing an organization that embraces diversity in its faculty and staff.
4. Knowledge of 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.
5. Understanding of principles of employment, supervision, and evaluation of faculty, staff and administrators.
6. Collective Bargaining Agreements with the Faculty Association, ACE, CSEA and Teamsters, and OE3.
7. Shared governance, teambuilding and collaborative decision-making processes within and across organizational lines.
8. District administrative policies and procedures.
9. 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. Demonstrated track record of identifying and engaging key strategic external partners, individual and institutional, for the purposes of building effective collaborative initiatives to deliver programs, curriculum for industry partnerships with the ability to pull together many different constituencies, from both the public and private sectors.
3. Ability to lead teams toward successful collaboration in the development of workforce training that will meet the present and future needs of the region's economic development and corporate communities.
4. Ability to use effective communication skills, both oral and written, including complex proposals and presentations, and effective listening skills.
5. Effectively use interpersonal skills, follow through with duties, provide attention to detail, and demonstrate the ability to effectively lead, manage, supervise and motivate faculty and staff.
6. Develop innovative solutions to management issues; interpret and apply rules, regulations, policies and procedures.
7. Represent and promote the interests of the division in the administration.
8. 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.
9. 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. Two (2) years of administrative experience, formal training, internship, or leadership in a related field.

**Preferred Qualifications:**

1. Progressive experience in developing effective workforce training and development programs.
2. Demonstrated experience in effectively promoting workforce development programs to the community.
3. Excellent interpersonal skills and a personal commitment to equity.
4. Experience with development and implementation of career programs.
5. Experience with college or industry workforce planning.
6. Coursework or training in cultural competency.
7. Experience in implementing data driven educational best practices.
8. Experience in enrollment management and productivity measurements.
9. Experience monitoring budgets and grants.
10. 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; Revised: May 2017; July 2019

Ed Code: H-10

Creditable Service: PERS