



Office of Human Resources and Equal Opportunity Administrator Job Classification

DEAN, APPRENTICESHIP PROGRAMS

DEPARTMENT: Office of Instruction

COLLEGE: Foothill

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

POSITION PURPOSE:

Reporting to the Executive Vice President of Instruction and Student Services, the Dean of Apprenticeship provides strategic planning and leadership, administrative oversight, and overall programmatic direction for the Foothill College Apprenticeship Program. The Dean, liaising with the apprenticeship sites, is responsible for strategic leadership, implementation of program development and accountability in alignment with College and District mission and vision, program management, and day-to-day operations.

The Dean works closely with apprenticeship site administrators, faculty, and staff of the program trades and disciplines, Foothill College academic administrators and classified professionals, and the College Curriculum Committee to ensure program goals and objectives are met. The Dean is also responsible for grant funded programs and contract education while directly supervising a program coordinator. The Dean also supports the advancement of the college apprenticeship sites through the development and delivery of services reflective of the sites' and college's shared academic mission, vision, and values.

NATURE and SCOPE:

The Dean is responsible for Apprenticeship programs serving more than 4000 apprentice students, enrolled in eight different apprenticeship trades, located in 12 different programs, and covering a geographic area from the East Bay Area to the Central Valley. The programs employ over 450 faculty/instructors. The program is expected to grow to meet the needs of business and industry employers.

KEY DUTIES and RESPONSIBILITIES:

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

1. **Program Oversight:** supervise day-to-day operations and implementation of strategic planning and leadership initiatives in support and development of the apprenticeship programs in the various trades and disciplines.
2. **Strategic Planning:** provide leadership that drives the program to achieve developed and stated college and apprenticeship strategic priorities. Collaborate with Site Administrators and regional business leadership partners to identify and implement strategies to develop and expand the programs to meet community and business needs. Align objectives with current and anticipated regulatory changes and requirements, current and future workforce needs, and the mission, vision, and values of Foothill College.
3. **Liaison to the Apprenticeship Sites:** facilitate a collaborative model and participate as an active leadership member with Site Administrators to ensure the development and implementation of a shared vision and mission as directed by the Site Directors and staff.
4. **Liaison with Community Workforce Partners:** liaise with professional businesses and industry partners, and community organizations to build, maintain, and develop strategic partnerships and ensure program currency. Actively participate in regional trade site and union events, work groups, and activities where appropriate.
5. **Compliance:** monitor and assure apprenticeship program and site compliance with state and federal regulations, college policies, apprenticeship requirements, and specific industry licensure and certificate requirements.

6. Budget and Fiscal Management: oversee the preparation and ongoing analysis and processing of the program budget, revenue, and expenditures including data collection and reporting.
7. Learning Outcomes Assessment: assure instructional environments are regularly assessed and perceived as high quality while meeting state and federal regulations and college accreditation standards. Coordinate with the sites to conduct annual faculty evaluations.
8. Enrollment Management: analyze various data sets to develop and implement strategic programming and course scheduling with the goal of supporting the apprenticeship sites, maximizing revenue, and assuring course development and implementation.
9. Supervision of Personnel: interview, select and hire direct-reporting employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out, evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service. Approve monthly time and attendance records, requests for time off, additional time worked, and overtime/compensatory time worked/taken. Address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments. Evaluate and/or assure the evaluation of faculty instructors as required.
10. Professional Development: plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations. Develop and implement professional development plans for faculty instructors.
11. Program Marketing: oversee the planning, production, and implementation of marketing efforts for apprenticeship programs and activities; cultivate and develop programming with local community cultural and ethnic groups.
12. Community Outreach and College Articulation: communicate with College and District personnel to coordinate activities and programs, resolve issues, and exchange information; develop collaborative partnerships with faculty, staff and programs at other school districts, colleges, and universities regarding apprenticeship programs
13. Program Data Evaluation: oversee the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
14. Representation of Apprenticeship Programs: attend and conduct a variety of meetings, conferences and workshops representing Foothill Apprenticeship Programs.
15. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. District policies and procedures
2. California Education Code
3. Principles and practices of administration, supervision and training
4. Policies related to community college courses and curriculum development
5. Practical and ethical business practices.
6. Budget preparation and control
7. Marketing and public relations
8. Oral and written communication skills
9. Interpersonal skills using tact, patience and courtesy
10. Computers: commonly used software and communication mediums

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. Establish and maintain cooperative and effective working relationships with others
3. Leadership /management / supervisory skills
4. Work independently with little direction
5. Meet schedules and time lines
6. Experience in fiscal management.
7. Compile and analyze data and prepare reports
8. Prepare comprehensive narrative and statistical reports
9. Organizational, time management, and problem solving abilities.
10. Develop and implement strategic planning processes.
11. Communicate effectively, orally and in writing.

Education and Experience:

1. Master's degree.
2. Administrative experience, educational management or teaching and/or training experience in an accredited post-secondary institution or business with demonstrated success in an academic or training program.
3. Evidence of leadership abilities within an educational, business, or government institution.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Subject to travel to conduct work.

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.

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