



VICE PRESIDENT, WORKFORCE INNOVATION AND ECONOMIC ADVANCEMENT – DE ANZA COLLEGE

DEPARTMENT:

COLLEGE: De Anza

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

POSITION PURPOSE:

Reporting to the President, the Vice President of Workforce Innovation and Economic Advancement provides strong leadership and vision in coordinating the development and operation of Workforce Development and Community Education programs on and off campus, leads in the implementation of new career technical education programs, and provides leadership to ensure the viability and integrity of career and vocational programs. The Vice President builds bridges between the college, its faculty and staff, and the business community, resulting in regional economic development and the college's advancement in the business community. This position develops, implements, and coordinates an overall vision of the college's customized training and programs designed to meet the workforce training and business assistance needs of industry across the region while innovating to create new programs based on labor market need and emerging priority sectors.

NATURE and SCOPE:

The Vice President of Workforce Innovation and Economic Advancement serves as a forward-thinking, catalytic force in formulating, implementing, collaborating and promoting adult education, career technical education programs, economic development and workforce innovation education, career services including the formulation of internship and apprenticeship opportunities, community education programming, and advocacy at the local, regional, state, and federal levels. This position is responsible for expanding partnerships with business, industry, government, education, and community-based partners in order to provide a well-trained workforce.

The Vice President leads college efforts including focused training for local business and industry; healthcare, technology, nonprofit and government sectors; professional/career training programs; and small business/entrepreneurial development programs. The Vice President works with the President, other members of the senior leadership team, and other district staff to determine vision, strategy, short and long range goals, and operating budgets for workforce programs, community education, and career technical education advancement. The Vice President supervises apprenticeship and internship programs, the career center, and is responsible for marketing, enrollment, budget, data management and analysis, and assisting in the design and development of new programs such as short-term vocational and workforce preparation continuing education, adult education, not-for-credit or contract education, community education, and dual enrollment. This position, through policies and practices, galvanizes credit for prior learning and competency-based educational strategies to serve returning and working learners. The Vice President works closely with college and district staff to achieve the goals of the division in accordance with the vision, mission, and core values of the college.

KEY DUTIES and RESPONSIBILITIES:

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

1. Serves as the Chief Workforce Development Officer of the college and an advisor to the President. Supports the President in providing leadership in the development and coordination of the vision, mission and values of the college. Provides strategic vision, policy analysis, and organizational support to develop and enhance high quality workforce development and career technical education programs and services to advance economic growth and global competitiveness through innovative collaborations, training and services, and business partnerships.
2. Provides leadership, vision, and direction, while working collaboratively with all constituencies, in the development of plans for enhancing the quality of all workforce development and career technical education programming, the development of new credit, baccalaureate, noncredit, and not-for-credit programs, credit for prior learning and competency-based education, the

redirection of existing programs to meet the employment needs of students and the workforce, and necessary professional development for faculty, classified staff professionals, and administrators. Bridges the gap in support of workforce advancement in order to best meet the needs of the community through the development of fee-based, contract education courses that may later lead to the development of noncredit and credit offerings by working with the Instruction office.

3. Develops plans for personnel, facilities and equipment needs of the workforce development and career technical education programs, initiating and leading the formulation of long-range planning through the college's Strategic Plan, Educational Master Plan, Facilities Master Plan, Technology Master Plan, Strategic Enrollment Management Plan, and Student Equity & Achievement Program Plan, based on comprehensive local needs assessment, Bay Area Community College Consortium regional priority sectors, workforce shortages, and evolving labor market data.
4. Initiates, researches, and collaboratively develops strategies, workplans, and fiscal accountability for the college's budgets that include Perkins, Strong Workforce Program, California Adult Education Program, Community Education Program, and Employment Training Panel plans, ensuring that the college provides relevant programming that best meets the needs of students, community and the workforce, while also leading efforts to procure external resources and funding through other relevant grant opportunities.
5. Supervises administrators, staff, and faculty to create and maintain a positive working, teaching and learning, and equitable student support environment. Encourages multi-directional communication and orderly collaborative decision making in all workforce innovation and economic advancement programs.
6. Collaborates with the Vice President of Instruction, Vice President of Student Services, Vice President of Finance and Administrative Services, and other members of the senior leadership team to integrate instruction, student services, and operational services to support student, employer, and community successes across workforce innovation and economic advancement programs.
7. Supports economic development through collaborations with local, regional, and state economic development organizations and partners such as the Bay Area Community College Consortium, the State Chancellor's Office Workforce and Economic Development unit, Silicon Valley Economic Development Alliance, Silicon Valley Leadership Group, NOVAworks, Cupertino Chamber of Commerce, Sunnyvale Chamber of Commerce, the Silicon Valley Workforce Development Board (work2future), as well as other private, governmental and quasi-governmental organizations in the region and state.
8. Supervises, oversees, and provides strategic direction for community education programs (Child Development Center, De Anza College Academy, De Anza Planetarium, Euphrat Museum of Art) and offsite educational workforce facilities, engaging with partners on issues of development, sustainability, and community engagement.
9. Develops, coordinates and implements the annual Workforce Innovation and Economic Advancement Program Review, including qualitative as well as quantitative measures, makes recommendations for program needs and additional faculty to fulfill these needs.
10. Based on program review and the overall mission and priorities of the college, develops college enrollment goals for workforce innovation and economic advancement program offerings, allocates personnel resources to attain these goals, and monitors indicators of successful achievement of those goals.
11. Collaborates with Instruction to establish Business and Industry Leadership Teams, hosts annual advisory board meetings, and provides necessary marketing strategies and outreach processes in the ongoing development of dual enrollment and adult education, continuing education (noncredit) such as short-term vocational and workforce preparation programs, design and deployment of not-for-credit or contract education programs in tandem with business and industry training needs, programs for currently and formerly incarcerated students, and creation of a college-going culture from TK-12 into higher education.
12. Ensures compliance with Education Code, government code, state regulations, accreditation standards, board policies, and administrative procedures. Initiates recommendations of revisions to and provides leadership in the development of policies and procedures related to educational programming across the college and district. Supports the development and maintenance of both authorizing and external accrediting bodies for program-specific career technical education disciplines in tandem with the Instruction Office.
13. Works cooperatively and provides leadership in developing partnerships with economic development and workforce training agencies, business, industry, corporations, local government, labor unions, schools, colleges, public and private sector

agencies, philanthropic funders, and the community at large in the planning and implementation of workforce innovation and economic advancement programs.

14. Leads in the development and administrative oversight of various instructional apprenticeship and pre-apprenticeship programs, ensuring compliance with federal and state regulations while directing and supporting faculty, staff, and administrators in the day-to-day implementation and coordination.
15. Provides leadership in the development and operation of a career services center and internship program, engaging with faculty, staff, and employers to create experiential learning opportunities for students that facilitate job-search and provide the necessary tools (such as cover letter and resume writing, interview preparation, employer recruitment, and access to professional organizations) for entry into the workforce.
16. Participates in college and district shared-governance in the promotion of collegial consultation processes through active engagement in college and district-wide committees, task groups, and councils.
17. Guides the assessment of current programming to strengthen content, improve employer engagement and satisfaction, and increase community connections.
18. Inspires and leads faculty, classified professionals, and administrators to create and maintain a positive working, teaching, and learning environment that remains committed to preserving diversity, equity, inclusion, accessibility, antiracism, and belonging while promoting innovation and an entrepreneurial mindset.
19. Ensures the timely and accurate preparation and submittal of a variety of reports, budgets, proposals, recommendations, and planning documents in accordance with federal, state, regional, local, and accreditation standards.
20. Provides problem solving, planning, and communication regarding college goals and policy changes.
21. Participates in the selection of all De Anza workforce innovation and economic advancement administrators, faculty, and staff while ensuring their supervision and evaluation.
22. Supports, implements and promotes compliance with the District's Equal Employment Opportunity (EEO) Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs and services.
23. Assures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and direction to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentations and requiring employees to receive mandated training.
24. Performs other 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 credit, noncredit, and not-for-credit (contract education) 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 5, board policies, administrative procedures, 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 in the California Community College system.
7. Shared governance, teambuilding and collaborative decision-making processes within and across organizational lines.
8. District board policies and administrative procedures.
9. Program Review, Administrative Unit Outcomes, and Student Learning Outcomes Assessment for Workforce Innovation and Economic Advancement division.
10. Technology and commonly used software and communication media.

Skills and Abilities:

1. 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.
2. 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.
3. Ability to use effective communication skills, both oral and written, including complex proposals and presentations, and effective listening skills.
4. 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.
5. Develop innovative solutions to management issues; interpret and apply rules, regulations, policies and procedures.
6. Represent and promote the interests of the division in the administration.
7. Understand and implement shared governance, teambuilding and collaborative decision-making process within and across division/department lines.

Education and Experience:

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. Master's degree in related field.
3. One year of administrative experience, formal training, internship, or leadership in a related field.
4. The successful candidate will have one year of direct administrative experience in:
 - Planning, implementing, administering, and evaluating student support programs and services;
 - Hiring, supervising, developing and evaluating faculty and staff;
 - Developing, managing and administering complex budgets; and
 - Serving as an active support in diversity.

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.

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Creditable Service: PERS