

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DEAN, CAREER COLLEGE, CALWORKS AND WORKFORCE EDUCATION, SBVC**

DEFINITION:

Under the administrative direction of the Vice President of Instruction, the Dean, Career College, CalWorks and Workforce Education, SBVC is responsible for coordinating and directing all aspects of providing short-term, credit-based instruction and training in support of area business and industry needs for the Career College program. Under the administrative direction of the Vice President of Student Services, The Dean, Career College, CalWorks and Workforce Education, SBVC, is responsible for directing, coordinating and performing related activities and duties in support of Workforce Readiness Training and CalWorks programs. The Dean, Career College, CalWorks and Workforce Education, SBVC shall ensure that the learning-centered programs and services offered by the departments under his/her supervision meet the needs of a diverse student population, comply with all state and federal regulations and comply with the budget goals of the college and the district.

EXAMPLES OF DUTIES:

1. Provides leadership, supervision and administrative direction to the Career College, Workforce Readiness Training, CalWorks programs and all other functional areas of assignment and responsibility.
2. Assesses local and area needs to identify new educational and training programs and services applicable to Career College. Works with faculty in the development of curriculum and coordinates outreach efforts with the Instructional Deans to offer Career College credit-based classes at off-site locations.
3. Prepares grant proposals and applications for CalWorks, Workforce Readiness Training and expansion of Career College for training and partnerships through local, state, federal and business agencies.
4. Coordinates and provides job development, job placement and academic and support services for CalWorks and grant participants including directing and coordinating Basic Skills and Life Skills modules.
5. Serves as the college representative to the County welfare, TANF, and training departments; serves as the primary liaison to local business and industry in the development of short-term, credit-based job training programs.
6. Works to address and resolve student, staff and faculty complaints and grievances on both an informal and formal basis, following adopted district procedures.
7. Prepares program review documents and division-wide planning and budgeting priorities, working in consultation with faculty in accordance with the campus budget process.

8. Manages budgets for areas of assignment and responsibility and serves as categorical fund manager for all grants procured and managed within assigned programs.
9. Develops and generates statistical data and reports for the completion of annual and program reports as required by the funding agencies. Develops and implements accountability procedures and systems.
10. Serves as the line supervisor and evaluator for all faculty who have full-time assignments in the Career College and for all classified staff reporting to the assigned programs maintaining strict adherence to scheduled evaluation intervals.
11. Serves as the administrative representative on screening committees for new contract faculty and classified staff assigned full-time to the program, and oversees the hiring of adjunct faculty and hourly support staff, adhering to District employment policies.
12. Provides information to students and to members of a diverse public who may be interested in enrolling in a program or service offered by the division.
13. Represents the perspectives of the division when attending college meetings and shares information obtained in college meetings with departmental faculty and staff.
14. Maintains accessibility and strong lines of communication with students and departmental faculty and staff.
15. Participates in and/or attends institutional functions related to the instructional and student services programs, such as convocations, student performances, sporting competitions, and other related events.
16. Upholds professional standards of behavior and ethics in support of the institution's published mission, tenets and values.
17. Other related duties as assigned.

MINIMUM QUALIFICATIONS

- Possession of a Master's Degree or equivalent
- One year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment
- A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

KNOWLEGE AND ABILITIES

Knowledge

Extensive knowledge of the principles, practices, and theories of higher education; and the philosophy, objectives, and functions of California community college instructional programs. Thorough knowledge of federal, state, and county regulations as they relate to community college programs; budget development and management; program planning and evaluation; state reporting systems and procedures; and local community needs.

Ability

Ability to plan, organize, coordinate, and direct the activities of the Division; develop and evaluate comprehensive plans to satisfy present and future college and community needs; communicate effectively both orally and in writing; reconcile divergent views; work effectively with people at all levels of the organization including management, faculty, staff, and students.

DESIRED QUALIFICATIONS

Three years experience as a faculty member at the college level.

Board Approved: 6/20/2019
Range 21