

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DEAN OF PROGRAM DEVELOPMENT**

DEFINITION:

Under the direction of the Vice President of Instruction, the Dean of Program Development is responsible for administering, directing, and supervising the overall coordination of the college's vocational programs and the development and management of new academic and vocational programs.

EXAMPLES OF DUTIES:

1. Provides supervision, administrative direction, and leadership in coordinating and encouraging continuing, innovative instructional programs and activities, both academic and vocational.
2. Serves as a member of the Curriculum Committee and assists faculty in updating curriculum, developing new curriculum, and planning and implementing new academic and vocational programs.
3. Assists department heads in preparation of annual program budgets; approves and processes all purchase requisitions for vocational programs.
4. Assists department heads in development of schedule of classes and college catalog.
5. Oversees hiring, and conducts evaluations of department heads, faculty, and staff in vocational programs.
6. Represents the college on various committees, consortia, regulatory agencies, and groups within the community dealing with the planning and coordination of vocational and other educational programs at various levels.
7. Processes teaching agreements and payroll records for hourly teaching assignments, including non-academic facilitators; monitors and approves in-service training agreements with outside agencies.
8. Responsible for the implementation and oversight of contract education agreements.
9. Advises faculty and staff on appropriate uses of federal vocational educational funds; works with vocational advisory committees in developing an annual spending plan for federal vocational education funds; monitors and approves all expenditures of such funds.
10. Oversees expenditures from vocational department trust funds.
11. Coordinates vocational courses offered through workforce development.
12. Assists the college with compliance with Title IX, Americans with Disabilities Act, and Section 504 of the Rehabilitation Act of 1983 with regard to vocational programs.
13. Coordinates special projects as assigned by the Vice President of Instruction.

Dean of Program Development

14. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

Master's degree from an accredited college or university AND at least two years of formal experience, training, internship, or leadership experience reasonably related to the administrative assignment.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

KNOWLEDGES AND ABILITIES:

Knowledge

Knowledge of the mission of the California community colleges; community college instructional programs, principles, practices, and procedures; program planning and evaluation; principles and practices of administration and supervision; budget preparation and management; applicable laws, codes, regulations, policies, and procedures; and State reporting system and procedure.

Ability

Ability to plan, organize, coordinate, direct, and evaluate; develop and effectively manage a budget; communicate effectively both orally and in writing; work effectively with people at all levels of the organization, including management, faculty, staff, and students; evaluate and support faculty and staff recommendations for program improvements; and be sensitive to the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

Extensive and progressively responsible experience in the administration of educational programs and services, including at least three years in a university or community college environment.

Evidence of appropriate academic preparation or significant administrative experiences in the areas of leadership, organization, planning, development, staff, budget management, evaluation, and supervision reasonably related to the administrative assignment.

Commitment to the philosophy of shared governance.

Board Approved: 6/20/2019

Range 21