

Position Information	
Title	Dean of CTE & Workforce Development
Job Category	Management
Position Number	
Location	
Job Description	<p>Woodland Community College is seeking a courageous and visionary leader to successfully lead College Career Technical Education program and workforce development. Woodland Community College is considering applicants from across the nation who have a demonstrated track record of success for leading institutions through systematic change. Woodland Community College is a federally designated Hispanic Serving Institution and approximately serves 7,600 students.</p> <p>CHANGE-ORIENTED QUALITIES:</p> <p>Under the direction of the Vice President, the Dean of CTE & Workforce Development is responsible for providing leadership in several Career Technical Education (CTE) academic programs, supervising and evaluating faculty and classified staff within those programs, and managing a budget for the unit. This educational supervisor, serving as the key administrator of academic employees, will provide for the primary liaison activities between unit academic employees, industry leaders, and other administrators.</p> <p>ESSENTIAL DEMONSTRATED LEADERSHIP CHARACTERISTICS:</p> <p>Deep Commitment to Student Access and Success. Under the direction of the College Vice President of Academic and Student Services, the Dean improves the quality of life and the economic well-being of our citizens and communities by planning for and assessing College programs and services resulting in a quality learning environment and fostering high levels of access and success for all students.</p> <p>Willingness to Take Significant Risks to Advance Student Success. Under the direction of the College Vice President of Academic and Student Services, the Dean will connect the institutional strategies driving student access and success within Student Services and Instructional operations.</p> <p>The Ability to Create Lasting Change within the College. Under the direction of the College Vice President of Academic and Student Services, the Dean will be committed to identifying disproportionate student outcomes on the basis of factors such as race, ethnicity, and gender, and then mobilize the College to improve results through established planning protocols.</p> <p>Strategic Vision for the College and Its Students. Reflected in external partnerships under the direction of the College Vice President of Academic and Student Services, the Dean will plan to leverage the institution's influence and resources to pave the way for ongoing student access and success. The Dean will demonstrate an understanding that institutional effectiveness extends beyond campus boundaries, forging partnerships with outside entities that include K-12 school districts, four-year colleges, community-based organizations and employers.</p> <p>Raise and Allocate Resources in Ways Aligned to Student Success. Under the direction of the College Vice President of Academic and Student Services, the Dean will support resource development activities to achieve significantly improved student outcomes leading to well-designed, sustainable, scalable institutional changes.</p>
Job Duties	<ol style="list-style-type: none"> 1) Maintain ongoing unit divisional plan, which provides for adequate academic employee, classified staff, equipment and facilities, including plans for repair, replacement, modification, and refurbishment of facilities and equipment. 2) Manage the unit division budget.

- 3) Supervise all academic employees and classified staff assigned to the unit division, including assignment and workload.
- 4) Provide first administrative contact for the resolution of complaints and grievances.
- 5) Provide for scheduling of all assigned academic employees and classified staff.
- 6) Participate in college-wide scheduling of classes and programs, facilitating dual enrollment classes within unit division with area high schools.
- 7) Supervise, evaluate, and direct the workload of directors and/or other managers placed within the division unit.
- 8) Ensure that Program Reviews, Program Updates, and Program and Services Vitality reports are conducted by all program faculty within the unit division and submitted on time.
- 9) Coordinate unit division faculty and equipment requests.
- 10) Develop, maintain, review, evaluate, promote, and report on all programs and curriculum offered within the unit division.
- 11) Call and preside over regular unit divisional and special meetings, providing an agenda and prompt minutes to faculty, staff, and administrators.
- 12) Represent the college in District and State-level activities related to Career and Technical Education and workforce development.
- 13) Serve as the representative of unit divisional concerns and needs and communicate both individual and collective concerns to the Vice President.
- 14) Manage and/or write grants as assigned.
- 15) Participate as a regular member of the management group, attending and chairing committees and councils as assigned.
- 16) Work with fellow deans and the Vice President's Office to enhance high school students' participation and success in Woodland Community College dual enrollment pathways.
- 17) Perform related duties as assigned.

KNOWLEDGE OF:

- Education techniques, including planning and reviewing
- Planning and budgeting processes
- Oral and written communication skills, including persuasive communication and public speaking
- District organization, operations, and objectives
- Electronic and print research resources relative to educational research

ABILITY TO:

- Establish and maintain effective educational and planning partnerships
- Develop and maintain positive relationships with community leaders, business and industry, labor and local and state officials, regional K-12 school districts, and other institutions of higher education
- Work collegially and collaboratively with diverse constituencies, both internal and external
- Communicate effectively both orally and in writing
- Be a strong and articulate proponent of higher education

**Required
Qualifications**

EDUCATION AND EXPERIENCE REQUIREMENTS: The successful candidate, by the final filing date, must possess the minimum qualifications for Educational Administrators at California Community Colleges: (All degrees and units used to satisfy minimum qualifications must be from accredited institutions.)

- Possession of a Master's degree; AND

	<ul style="list-style-type: none"> One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
Desired/Preferred Qualifications	<p>DESIRED QUALIFICATIONS:</p> <ul style="list-style-type: none"> Experience in academic planning, program development, and supervision Teaching experience in higher education STC Core Coordinator Training Working knowledge of Hispanic Serving Institutions (HSI) Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of Community College students Bilingual in English and Spanish Three to five years of executive administrative experience in increasingly complex positions and demonstrated experience in valuing diversity are strongly preferred, higher education preferred Doctoral degree from an accredited institution Knowledge of the ACCJC Accreditation regulations Knowledge of the California Education Code and Title 5
Physical Demands	<p>WORKING CONDITIONS:</p> <ul style="list-style-type: none"> Office environment Subject to constant interruptions Subject to evening or variable hours Contact with dissatisfied or abusive individuals <p>PHYSICAL ABILITIES:</p> <ul style="list-style-type: none"> Indoor and outdoor environments Travel at frequent intervals to conduct work Standing, Sitting, Walking, Reaching (occasionally for long periods of time) Cognitive decision making (lack of mental impairment) • Stressful conditions (cardiovascular fitness) Lifting (overhead, waist level, from floor), carrying, and bending Lift objects weighting up to 35 pounds
Special Conditions for Eligibility	<p>PRE-EMPLOYMENT REQUIREMENTS: Employment is dependent upon Department of Justice (DOJ) clearance; all fees are the responsibility of the selected candidates and serves the purpose of obtaining a criminal history as authorized by the California Education Co</p>
FLSA	Exempt
Range/Step	Range 37, Management Salary Schedule
Salary	\$98,273.00-\$114,068.00/YR
Benefits Information	<p>BENEFITS/SALARY: The District offers a comprehensive benefits package for employees and dependent(s), for positions whose FTE is .60 or higher, valued at over \$24,000 annually with no out of pocket expense to employees + dependents for their monthly medical premiums. The package includes health, dental, vision, two (2) life insurance policies and an Employee Assistance program. Additional benefits include contributions to the State Teacher's Retirement System (STRS), 457/403b options, 12 sick days, 22 vacation days, 223 day/12 month contract.</p>

EEO Statement

As an equal opportunity employer with a diverse staff and student population, the Yuba Community College District is committed to creating an inclusive and effective learning and working environment for all.