

# COLLEGE OF MARIN

## JOB DESCRIPTION

### DEAN OF WORKFORCE DEVELOPMENT & CAREER EDUCATION Educational Administrator

#### **Purpose Statement: (Duties, General Description)**

Reporting to the Assistant Superintendent/Vice President of Student Learning & Success, the Dean of Workforce Development & Career Education (CE) provides strong leadership to enact the Workforce/CE vision: *College of Marin is Marin County's premier provider of diverse workforce- and skill-building opportunities in current and emerging careers in a rapidly evolving economy. Our regularly evaluated interdisciplinary programs provide both short-term classes and complete pathways designed to meet the needs of Marin's industries and communities.* In support of this vision, the Dean coordinates the development and operation of Career and Workforce Development programs on and off campus, coordinates the implementation of new courses and programs, and provides leadership to ensure the viability and integrity of career and workforce programs.

The Dean leads development and implementation of innovative efforts including focused training for local business and industry, professional/career training programs, and interdisciplinary opportunities designed to meet community needs. The Dean works collaboratively to determine strategy, short- and long-range goals, and the operating budgets for workforce programs and career technical education. The Dean ensures the development and success of apprenticeship and internship programs and is responsible for marketing, enrollment, budget, data management and analysis, and assisting in the design and development of new programs and continual evaluation of existing programs. The Dean works closely with staff to achieve the goals of the division in accordance with the mission, core values, and purposes of the College.

#### **Diversity Statement:**

College of Marin strives to embrace diversity in all forms: it strives to be an inclusive community that fosters an open, enlightened and productive environment and demonstrates sensitivity to and respect for a diverse population.

#### **Nature and Scope:**

The Dean of Workforce & Career Education provides leadership and oversight for and engages internal and external constituents in formulating, implementing, and promoting career programs, workforce business partnerships, K-12 career pathways collaboration, and cutting edge educational and training programs in order to meet community/industry needs and provide a well-trained workforce.

#### **Essential Functions:**

*The essential duties and responsibilities listed below illustrate the various types of work that may be performed. Omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, and are related or are applicable to the assignment. Incumbents may not perform all of the listed duties and may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

Work with College faculty and staff to implement credit, non-credit, not-for-credit, and contract workforce development curriculum that meet community needs.

Guide the assessment of current programming to strengthen content and delivery methods, improve regional employer satisfaction, and increase community connections.

Select, train, motivate, supervise and evaluate faculty, academic and classified administrators, staff, including division chairs and classified staff; provide or coordinate staff training; maintain high standards necessary for the efficient and professional operation of the College.

Supervise and evaluate administrators, staff, and faculty, including recommendations for promotion, permanent employment, professional recognition, performance, or dismissal. Ensure professional development and training; work collaboratively to build team capacity and competencies to create and maintain a positive working, teaching, and learning environment.

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Foster an environment that embraces equity-minded practices, integrity, trust, and respect. Support, implement and promote compliance with the District's Diversity and Equal Employment Opportunity Plan in all aspects of employment and education; increase cultural and ethnic diversity in staffing, curriculum, programs and services.

Create and facilitate strategic alliances with economic development entities, corporations, community groups, labor unions, community-based organizations, and local government, including but not limited to program-specific advisory councils.

Lead and participate in regional efforts to address workforce shortages and needs assessments.

Conduct planning, identify funding (i.e., grants and contracts), and coordinate program delivery and resource development.

Ensure the College's commitment to equity is visible in all aspects of the division's operations. Collaborate with K-12 partners, particularly secondary institutions, to create dual enrollment and other career pathways.

Develop effective partnerships with businesses and industries in the identification of training needs, including conducting quantitative and qualitative training needs assessments, and development of customized workforce solutions.

Responsible for area alignment with the College's strategic plan and educational master plan.

Develop and monitor budgets across the many internal and external funding sources available to the division.

Oversee the development of marketing strategies and outreach processes leading to enrollment and programmatic recognition and growth in workforce and CE programs.

Working with CE faculty, ensure that each career/technical program has an active advisory board that meets regularly to provide input concerning program design and implementation. Provide guidance in working with advisory boards and attends advisory board meetings.

Assist with the institutional accreditation process and accreditation processes for individual CE programs as needed.

Represent the College as a member of the Bay Area Community College Consortium, serve as liaison to the State Chancellor's Office for Workforce Development, and attend regional and state occupational education meetings and conferences as directed by the Vice President.

Serve as the institutional liaison to local, state, and federal economic and workforce training agencies and employer partner organizations.

### **Other Functions:**

Perform other related duties as assigned.

### **Knowledge, Skills and Abilities: (Desirable Attributes & Skills)**

1. Relate well and work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds;
2. Demonstrated ability to work effectively in a participatory manner with all segments of the College community and community at large;
3. Ability to lead, implement and manage change;
4. Ability to apply technological applications to daily work;
5. Ability to interpret and uniformly implement district policies and procedures and collective bargaining agreements;
6. A track record of being innovative in planning, developing, and producing quality instruction and student services delivered via technology;
7. A heightened sense of integrity, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative;

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8. Clear evidence of sensitivity to, understanding of, respect for, and commitment to the diverse disability, academic, socioeconomic, cultural, religious, ethnic and gender backgrounds, and sexual orientation of community college students, faculty, staff, and the community, as well as a commitment to integrating diversity in the College's instructional program;
9. Successful application of the principles and practices of management and supervision;
10. Ability to collaborate with faculty, administration, and staff in participatory governance; in the practical use of computer and instructional technology to facilitate and support student services and staff productivity; in written communication, including reporting and funding proposals;
11. Work as an effective team member in a collaborative work environment with demonstrated commitment to the values inherent to a culturally diverse workplace;
12. Communicates orally and in writing before groups, to facilitate meetings, and for reporting and preparing funding proposals; works effectively as part of a management team;
13. Previous experience in higher education leadership that has included curriculum and student support program development; coordinating the work of staff; and experience in budget development and maintenance; ability to communicate effectively and persuasively orally, in writing, and using technology;
14. Working knowledge of the State and Federal codes, statutes and regulations that govern California community college instructional and student learning programs, including those relevant to the role of the Academic Senate in issues of participatory governance.

### **Minimum Qualifications/Position Requirements: (Education & Experience)**

- 1.) Possession of a Master's degree or equivalent from an accredited college or university in a subject area that is taught in the California Community College system; *and*
- 2.) Five years of experience developing and managing complex programs; *and*
- 3.) One or more years of progressively responsible experience in developing, implementing and managing academic and workforce development programs and/or new programs in a college, university, district post-secondary, or equivalent setting. Includes program and curriculum development processes as well as implementation and approval procedures at local and state levels; *and*
- 4.) Experience supervising and developing faculty and staff; *and*
- 5.) Experience developing and administering budgets; *and*
- 6.) Experience aligning programs and services to meet community needs; *and*
- 7.) Extensive experience in public contacts demonstrating skill in respectful and sensitive communication with people who are diverse in their cultures, language groups, abilities, lifestyle and backgrounds. Demonstrated sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

### **Desirable Qualifications:**

- Demonstrated successful experience connecting educational programs and services to the economic and workforce development needs of business and industry;
- Demonstrated successful experience using data, surveys and student/community input to develop and revise curriculum;
- Demonstrated prior expertise and experience in one or more private sector trades/industries within the Career Education area;
- Three or more years prior teaching experience in one or more of the areas within a Career Education field;
- Two or more years of leadership experience in a Career Education program, and/or department;
- Two or more years of managing academic *and* workforce development programs at a college;

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- Demonstrated knowledge and awareness of future business training needs and potential new business sectors;
- Demonstrated successful experience meeting deadlines;
- Demonstrated ability to plan and establish structures, systems, and processes to reach goals and objectives with initiative and to completion;
- Demonstrated successful experience acquiring program or institutional resources and facilitating partnerships between local and regional business and industry groups and the campus community;
- Demonstrated successful experience leading programs related to the administrative assignment, including: strategic planning and decision making; staffing, evaluation, and supervision; and developing and managing budgets.

### **Physical/Other Requirements:**

In accordance with the Americans with Disabilities Act, the following physical, mental and other abilities are required in order to perform the essential functions of this classification: complex data comparison, analysis, and synthesis; attention to detail; public speaking to small and large groups; persuasive communication; negotiation; multi-tasking; flexibility; adaptability; tact and sensitivity.

### **Responsibility:**

Responsibilities include: working independently under broad organizational policies with supervision focusing on results to organizational objectives; and supervising the use of funds. Significant utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services.

### **Working Environment:**

Performs much of the work in office or office-related settings which involves minimal lifting or other physical exertion. This position requires extensive travel between local sites and District Office. May require national and international travel. Position requires evening and weekend hours and working at multiple sites.

**Certificates & Licenses:** Possession of a valid California Class 'C' Driver's License

### **Conditions of Employment:**

Prior to employment, the selected candidate will be required to complete the following:

- In accordance with Federal Law all employees must provide proof of eligibility to work in the United States.
- Criminal Justice/Fingerprint Clearance.
- Board of Trustee approval.
- California Education Code, Section 87408.6 requires persons employed by a community college in an academic or classified position to submit to a TB risk assessment developed by CDPH and CTCA and, if risk factors are present, an examination to determine that he or she is free of infectious TB; initially upon hire and every four years thereafter.
- **DISASTER SERVICE WORKERS:** All Marin Community College District (MCCD) employees are designated Disaster Service Workers through state and local law ([California Government Code Section 3100-3109](#)). Employment with the MCCD requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency. For more information, please see the [MCCD Emergency Operations Plan](#).
- Candidates applying for positions with the Marin Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.

**FLSA Status:** Exempt

### **Classification Category:**

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The Dean of Workforce Development and Career/Technical Education is an educational administrative position, in compliance with all applicable sections of the California Education Code.

**Salary Range:** Management 5

**Date:** December 17, 2019