CERRITOS COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

CLASSIFICATION: Executive Dean of Community, Industry and Technology Education

DATE APPROVED: 4/1/98

RANGE: 3 (Management Salary Schedule) Educational Administrator

DEFINITION

Under the general direction of the Vice President of Academic Affairs/Provost; provides administrative leadership and is responsible for District-wide programs and activities in Economic Development, Contract Education and Services, the Contemporary Technology Training Center, Community Education, Continuing Education, Adult Education, Apprenticeship, Emeritus Program, Diversity Program, and the Technology Division.

DUTIES AND RESPONSIBILITIES

1. Designs and implements an operational master plan for the areas of assignment to best serve the institution and the community.

2. Provides the leadership, for the successful operation and support of the Technology Division as described in job description "Instructional Dean (Divisions)" with the assistance of a Division Director and identified faculty released to provide assistance, coordination and direction to fulfill these duties and functions.

3. Administers apprenticeship programs and identifies changing needs within the region to best align and operate these programs.

4. Provides leadership and management of the Community Education Center that includes all community education activities, community education classes, Summer Theater, College for Kids, and other fee-based activities. Budget management and allocation of resources to insure budget integrity in this area of operation to support the related campus technology.

5. Provides leadership and management of Adult Education, Continuing Education, Diversity, Citizenship programs Emeritus and related activities.

6. Provides leadership for the Contemporary Technology Training Center, Contract Education and identifies the training needs of industry, local governmental agencies, and community based organizations in order to provide education and related services.
7. Develops and coordinates, in cooperation with instructional deans, customized programs, and services including training programs, workshops, seminars, and consultation services to meet identified needs.

8. Supervises categorically funded vocational programs such as JTPA, VATEA, Ed>Net, Tech Prep, and School to Career.

9. Coordinates the development, review, and submission for Board approval all education, training and related service contracts. Fiscally manages all such District agreements.

10. Prepares and coordinates with Business Services, the preparation of approved project reports, claims for funds, quarterly reports, final and other reports.

11. Establishes and maintains, in conjunction with Business Services, the relevant official project and management area files, including all financial expenditure documents, personnel documents, reports, claims, and invoices.

12. Prepares necessary items for consideration and approval by the Board of Trustees.

13. Develops plans and procedures for the assigned areas within District guidelines. Establishes policies for the area and implements established District Policies. Develops and implements objectives for the areas of responsibility.

14. Develops the preliminary budget for assigned areas and manages the approved budgets.

15. Manages assigned facilities, equipment, and resources.

16. Assists with the selection, recommendation for employment, supervision, and evaluation of assigned personnel.

17. Certifies payroll for assigned areas.

18. Accumulates District income for related support of the "Technology Agenda" and the replacement of District instructional equipment.

19. Performs other related duties as assigned.

QUALIFICATIONS

REQUIRED:

1. Minimum of a Master's Degree from an accredited college or university.

2. Minimum of one year formal training, internship, or leadership experience reasonably related to this administrative assignment, or equivalent.
3. Knowledge and understanding of the philosophy and objectives of the community college.

4. Ability to lead, develop, supervise, and evaluate assigned personnel.

5. Demonstrated understanding, sensitivity, and a commitment to meeting the needs of a diverse student/community population.

6. Ability to establish and maintain effective working relationships with college faculty, staff and students.

7. Ability to effectively communicate orally and in writing with faculty, staff, students and the public.

PREFERRED:

1. Three years of project or instructional division management including experience in managing grants and contracts.

2. Knowledge of administrative and instructional computer use and operation. Knowledge of typical software used in administrative and instructional programs and institutional information networks.

3. Knowledge of Federal and State funding resources.

4. Successful experience in alternative forms of revenue generation.

5. Knowledge or experience in developing and operating contract training/services activities at the District level.