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| **ASSOCIATE DEAN, CAREER EDUCATION**  |
| **Reports to:**  | Dean, Career Education  |  |  |
| **Dept:** | Career Education | **Range:** | Academic Administrator |
| **FLSA:** | Exempt | **EEO:** | Executive/Administrative/Managerial |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under policy direction, plan, organize, integrate and direct the work and programs of an assigned instructional or student services department; participate actively in shared governance activities and initiatives; work in close cooperation with other instructional and administrative staff; provide expert professional assistance and leadership to executive management on programs and strategies for achieving the district’s mission and institutional goals within areas of campus responsibility; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Prepares, submits and administers the five-year and one-year Carl D. Perkins Grants plans and applications that include reviewing and approving individual plans developed by qualifying career education programs, approving expenditures related to previously approved plans, and submitting annual applications and quarterly and final reports to the state chancellor’s office that verify appropriate use of funds in accordance with required and permissive use of Perkins funds.
2. Develops and holds Perkins workshops annually and as required by the Carl D. Perkins Act, for the MiraCosta College Perkins Planning Team to ensure that funding meets the requirements of the Act.
3. Develops and holds annual Perkins professional development workshops for all Career Education (CE) program faculty who are considering submitting annual Perkins request for funds.
4. Coordinates all aspects of Perkins funding including posting annual requests for funding; training; serving as chair of the Perkins Planning Team; and ensuring that quarterly and annual reports are completed accurately and on time.
5. Prepares, submits, and administers the annual CE Transitions plan and coordinates and manages related initiatives that include high school articulation activities as required of CE Transitions.
6. In collaboration with the Dean of CE, seeks, reviews, and responds to grant initiatives that enhance the college’s ability to further CE towards preparing a strong workforce through a MiraCosta College education. This includes, but is not limited to, opportunities that are presented through the San Diego and Imperial County Workforce Development Council in support of necessary and required regional collaboration.
7. Represents MiraCosta CE in all career pathways initiatives and further development of career pathways opportunities and initiatives with a focus on equitable college and career readiness that is important to the school district(s) and the community.
8. Works collaboratively with public and private “feeder” K-12 schools and transfer institutions to ensure the demands of current and future workforces are met through improving college readiness and postsecondary success that includes earning degrees and CE certificates.
9. Collaborates and creates partnerships with “feeder” K-12 schools, transfer institutions, organizations, local business and industry, and the community to replicate and/or implement best practices that result in continuous improvement towards students’ college readiness, postsecondary success and achieving living wage jobs that contribute to the development of the local workforce.
10. Plans, develops, and effectively administers budgets and prepares annual program plans, goals, and objectives for all areas/programs of responsibility. Ensures and maintains accurate budget records, tracks program funding allocations and expenditures to ensure compliance with legal mandates and maintains appropriate records for responsible programs and budgets.
11. In collaboration with the MiraCosta College Financial Aid Office, ensures compliance with federal (and state where appropriate) gainful employment statistics and reporting. Analyzes gainful employment data to inform MiraCosta CE related decisions and suggests ways to address any issues related to gainful employment data.
12. Assists in institutional planning related to CE, including, but not limited to, program review.
13. Participates in CE related accreditation self-evaluation efforts.
14. Maintains liaison with the community, local businesses, industry, and other college partners.
15. Develops and implements CE outreach programs and activities that complement the college’s outreach programs and pathways to earning a CE degree, certificate and living wage jobs.
16. Supports the writing, implementation, reporting and overall management of grant initiatives that are pursued as the result of approval through the MiraCosta College Grants Approval Process.
17. Maintains and modifies all record keeping systems and procedures in accordance with state regulations, and prepares applications for program funding, periodic and end-of-year reports.
18. Works collaboratively within the college and with current and future CE programs and with Statewide and San Diego and Imperial County colleges to investigate apprenticeship opportunities as appropriate.
19. Coordinates and manages the MiraCosta College Strong Workforce Program including plan(s) development, submission, reporting, budget, and related spending, and represents MiraCosta College in state, regional and local level activities related to Strong Workforce.
20. At the direction of and collaboration with the dean of CE, assists with the development of the regional Strong Workforce plan that ensures MiraCosta College’s interests and is reviewed every four years and updated annually.

**OTHER DUTIES:**

1. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Principles and practices of instructional program development and administration.
2. Advanced mastery of theory, principles, and methods of application of academic or admin­istration disciplines relevant to assigned areas of responsibility.
3. Accreditation standards of the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.
4. Trends, developments, and application of educational technologies including online learning and course management systems such as Blackboard.
5. Principles and practices of strategic and program planning applicable to an educational institution.
6. Theories, principles, practices, and methods involved in student conduct, judicial affairs, and due process as they apply to student grievances and discipline.
7. Applicable federal, state, and local laws, rules, and regulations [including OSHA rules and regulations if applicable].
8. Principles and practices of sound business communication including correct English usage, grammar, spelling, punctuation, and vocabulary.
9. Research methods and analysis techniques.
10. Principles and practices of effective management and supervision.
11. Principles and practices of organization and culture change.
12. District human resources policies and labor contract provisions.
13. Safety policies and safe work practices applicable to the work.

### ABILITY TO:

1. Plan, organize, direct, review, and evaluate programs and activities related to an Associate Dean’s assignment.
2. Lead and participate in monitoring and assessing student learning and success out­comes and student equity measures.
3. Contribute to district-wide institutional effectiveness efforts in planning, program review, accreditation, outcomes assessment and financial stewardship with the overall intent of actively supporting the achievement of district goals, campus-wide needs and the healthy functioning of governance, management and other systems.
4. Define issues, analyze problems, evaluate alternatives, and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules, and policies.
5. Analyze and make sound recommendations supported through research and data on complex instructional and administrative issues.
6. Work collaboratively with other deans, faculty, directors, and managers and provide expert advice and counsel to develop solutions to complex issues.
7. Organize, set priorities, and exercise expert, independent judgment within areas of responsi­bility.
8. Develop and implement appropriate procedures and controls.
9. Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
10. Make oral presentations on proposals and recommendations clearly, logically, and persuasively in a variety of settings.
11. Communicate effectively, both orally and in writing.
12. Understand, interpret, explain, and apply applicable laws, codes, and ordinances.
13. Represent the district effectively in dealings with internal and external stakeholders, repre­sentatives of other academic institutions, business and community leaders and the public.
14. Operate a computer and standard business software.
15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
17. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a master’s degree in a field of study relevant to the assignment, and at least one year of formal training, internship or leadership experience relevant to the assignment; and possession of the minimum requirements to serve as a faculty member at the community college level. Demonstrated sensitivity to and under­standing of the cultural, development, socioeconomic, ethnic, disability and academic diversity of community college students, faculty and staff is required.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Department chairs, faculty, and classified staff.

**CONTACTS:**

Students, representatives of other educational institutions, community and business leaders and the public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, includ­ing repetitive use of a computer keyboard, mouse and other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily an office environment; subject to frequent public contact and inter­ruption; intermit­tent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or week­ends on an as-needed basis. Occa­sional local travel may be requested.