

**ASSOCIATE DEAN, CAREER AND TECHNICAL
EDUCATION**

San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163962>

Downloaded On: Oct. 23, 2021 2:31pm

Posted Jul. 26, 2021, set to expire Nov. 13, 2021

Job Title	ASSOCIATE DEAN, CAREER AND TECHNICAL EDUCATION
Department	Career Technical Education
Institution	San Jose/Evergreen Community College District San Jose, California
Date Posted	Jul. 26, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Education - General
Apply Online Here	https://apptrkr.com/2376336

Apply By Email

Job Description

ASSOCIATE DEAN, CAREER AND TECHNICAL EDUCATION

San Jose/Evergreen Community College District

Close/First Review Date: 08/08/2021

Campus Location: San Jose City College

Position Description:

POSITION SUMMARY

ASSOCIATE DEAN, CAREER AND TECHNICAL EDUCATION

San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163962>

Downloaded On: Oct. 23, 2021 2:31pm

Posted Jul. 26, 2021, set to expire Nov. 13, 2021

The Associate Dean, Career Technical Education reports to the Vice President of Strategic Partnerships & Workforce Innovation at San Jose City College. This is a full time, 12 months per year, academic management position.

POSITION PURPOSE

Under the direction of the Dean of Business and Workforce Development or assigned administrator, the Associate Dean of Career and Technical Education assists the Dean by providing overall supervision and administrative oversight for selected instructional programs and services focused on the delivery of career and technical education. The incumbent assists in administering the district's Carl D. Perkins Career and Technical Education (CTE) Improvement Act grant and other grants as assigned; manages use of funds and services; monitors programs for effectiveness; and ensures adherence to federal and state regulations in the use of funds. Emphasis will be placed on the growth potential of occupational/vocational programs, apprenticeships, articulation agreements and dual enrollment with area high schools as well as establishing partnerships with business and industry, and securing additional grants.

NATURE and SCOPE

The Associate Dean of Career and Technical Education will represent the college in state and regional occupational administrative groups and direct the development and coordination of potential partnerships with appropriate industries, high schools, community organizations and universities as they relate to career programs. The incumbent will assist in the interface of the college with state and federal agencies in efforts to be an educational force in economic and workforce development and to further student success.

DUTIES AND RESPONSIBILITIES

1. Provide coordination for the advancement of the Career and Technical Education (CTE) and apprenticeship programs, systematic assessment of student progress and learning outcomes, review and recommend changes to maintain relevance of programs to meet student and community needs.
2. Monitor assigned programs, file reports, and ensure compliance to regulations of federal and state agencies for the receipt and expenditure of funds.
3. Assist the Dean with the preparation of a schedule of classes to meet the needs of students and work with staff to produce accurate schedules, catalog information, program information and multi-year instructional plans.

ASSOCIATE DEAN, CAREER AND TECHNICAL EDUCATION

San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163962>

Downloaded On: Oct. 23, 2021 2:31pm

Posted Jul. 26, 2021, set to expire Nov. 13, 2021

4. Manage the Carl D. Perkins Career and Technical Education (CTE) Improvement Act grant and other state, federal and/or private grants consistent with District policy and sound financial management principles.
5. Recommend instructional and general policies, conduct meetings to facilitate planning and collegial decision-making, and keep staff informed about issues and projects for the overall College instructional program.
6. Maintain current knowledge of new trends and innovations in Career and Technical Education in community colleges and higher education.
7. Work with faculty, staff, and students to facilitate consensus and action on issues pertaining to instructional programs, including support services and technology utilization.
8. Initiate and oversee the development of career ladders and programs by working with college faculty, business and industry, advisory groups, and other appropriate organizations.
9. Facilitate maintenance of relevant curriculum appropriate to the college mission and promote/market the occupational programs.
10. Work with faculty and staff to assess students and continuously monitor their progress for success using appropriate data and research tools.
11. Provide administrative and technical support to the instructional service operations that may include curriculum, program approval, instructional facilities usage, and well-equipped facilities/labs for student practice.
12. Identify and prioritize program needs, secure available funding, and strategically allocate and reallocate resources.
13. Supervise and evaluate the performance of assigned support staff; interview and participate in selecting employees.
14. Assist the Dean in communicating with occupational administrative groups and partnerships with external agencies including business and industry.
15. Assist the dean to facilitate academic partnerships between division faculty, faculty in feeder high schools, and four-year transfer institutions; assure maximum course articulation for students.

ASSOCIATE DEAN, CAREER AND TECHNICAL
EDUCATION

San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163962>

Downloaded On: Oct. 23, 2021 2:31pm

Posted Jul. 26, 2021, set to expire Nov. 13, 2021

16. Participate in strategic and long-range instructional planning for the College and the District.

17. Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

1. Career and Technical Education initiatives and trends on the state and national levels in community colleges.
2. Instructional delivery modalities.
3. Development and evaluation of curriculum and programs.
4. Course articulation.
5. Budget preparation and control.
6. Funding and budget methods and regulations regarding the use of funds.
7. Principles and practices of administration, supervision, and training.
8. Interpersonal skills using tact, patience, and courtesy.
9. District organization, operations, policies, mission, and objectives.

Skills and Abilities to:

1. Plan, organize, develop, and evaluate the programs, activities, and curriculum of a college instructional division with faculty and staff to meet student and community needs.
2. Communicate effectively, both verbally and in writing, with faculty and staff, students, and community members.
3. Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access, success, and equity.

ASSOCIATE DEAN, CAREER AND TECHNICAL
EDUCATION

San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163962>

Downloaded On: Oct. 23, 2021 2:31pm

Posted Jul. 26, 2021, set to expire Nov. 13, 2021

4. Present a positive image of the college in the community.
5. Recruit, train, supervise, and evaluate personnel.
6. Analyze situations accurately and adopt an effective course of action.
7. Plan and organize work to meet schedules and time lines.
8. Understand the needs of the division in the context of the overall instructional programs and participate with the management team to coordinate projects and set goals and priorities for the College as a whole to offer effective services to students.
9. Develop grants or special project applications.

Required Qualifications:

EDUCATION AND EXPERIENCE

1. Masters degree in a discipline related to the assignment.
2. One year of formal training, internship or leadership experience reasonably related to the administrative assignment; or
3. Possession of a California Community College Instructor Credential and/or Community College Supervisor Credential.

Desired Qualifications:

1. Bilingual abilities, desirable.

Districts Diversity Requirements

* Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced



ASSOCIATE DEAN, CAREER AND TECHNICAL EDUCATION

San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163962>

Downloaded On: Oct. 23, 2021 2:31pm

Posted Jul. 26, 2021, set to expire Nov. 13, 2021

discrimination.

* Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

Salary Range:

\$122,665 - \$149,100 Annual Salary (Range M26: Management 2019-2020) Salary Schedule. Starting salary placement is generally at Step 1.

Benefits:

Excellent fringe benefit package includes District paid medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Manager and supervisor positions also include 22 vacation days, 18 holidays, 12 sick leave days and 6 administrative leave days per year.

To be considered for this position please visit our web site and apply on line at the following link: [\[url=https://apptrkr.com/2376336\]](https://apptrkr.com/2376336)<https://sjeccd.peopleadmin.com/>

About San Jose/Evergreen Community College District

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander 32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse



ASSOCIATE DEAN, CAREER AND TECHNICAL EDUCATION

San Jose/Evergreen Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=163962>

Downloaded On: Oct. 23, 2021 2:31pm

Posted Jul. 26, 2021, set to expire Nov. 13, 2021

group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Career Technical Education

San Jose/Evergreen Community College District

,