

IMPERIAL VALLEY COLLEGE

Associate Dean of Workforce Preparation & Community Special Projects

BASIC FUNCTION:

Under the direction of the Dean of Economic and Workforce Development, develop, plan, coordinate, and implement comprehensive workforce and community education programs for the District including Strong Workforce, and Community Special Projects such as: Non-credit, Dual Enrollment, including other Special Projects and programs related to the Adult Education Block Grant (AEBG).

REPRESENTATIVE DUTIES:

1. Coordinates and manages Strong Workforce initiatives at the college initiating collaborative relationships with local industry representatives; support faculty to develop and update CTE programs. Identify program needs and assist with development and implementation of program plans.
2. Provide leadership for the development and expansion of non-credit programs, in collaboration with the appropriate discipline faculty and administrators.
3. Provide leadership for the development and expansion of the dual enrollment program, in collaboration with the appropriate discipline faculty, college administrators, and local high schools.
4. Manage district partnership contracts and work with K-12 administration to manage student progress.
5. Conduct performance based instructional needs assessments for business, industry, and non-credit. Respond and follow-up those assessments with services and programs.
6. Nurture and maintain liaison with the community, local businesses, industry, and other college partners in support of Strong Workforce, non-credit, and dual enrollment.
7. Works collaboratively with faculty, K-12 schools, and Adult Education providers to roll out, maintain, and enhance the dual enrollment program.
8. Participate in regional and campus wide discussions and contribute to the campus Strong Workforce, non-credit and dual enrollment programs.
9. Foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the college; lead by example; actively participate in and support college-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
10. Develop and administer annual program budgets; and ensure compliance with college policies and applicable State and federal regulations related to noncredit, adult and community education.
11. 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.
12. Supervise faculty and staff as appropriate.
13. Perform other duties and oversee other community Special Projects as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- College, State and federal policies, guidelines, standards and requirements concerning Strong Workforce/Non-Credit/Dual Enrollment programs.
- Applicable college policies and local, State and federal laws, codes and regulations.
- Budget preparation and administration.
- Business development targets and relationship building.
- Community college curriculum development and/or relevant business instructional development processes for not-for-credit, non-credit, and credit courses.
- Community demographics and consumer and workforce trends.
- Correct English composition, grammar, spelling and vocabulary.
- Current challenges and needs of business and education.
- Curriculum content and development of not-for-credit, fee-based classes.
- Development and coordination of non-credit, adult and community education programs offered by educational and business entities.
- Community college organization, operations and objectives.
- Community college policies and procedures.
- Effective planning and scheduling.
- Interpersonal skills including tact, patience and diplomacy.
- Marketing and promotion techniques as well as market research, analysis and strategic planning.
- Modern office practices, procedures, methods, and equipment.
- Modern principles, practices, methods and techniques of administration.
- Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.
- Oral and written communication skills.
- Participatory governance.
- Preparation, publication and distribution of informational and promotional materials.
- Principles and practices of financial record keeping and reporting.
- Principles and practices of training, supervision and performance evaluation.
- Problem solving in an innovative, collaborative and timely manner.
- Statistical procedures and mathematical concepts.
- Strategic planning and organizational skills.

ABILITY TO:

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Assess the needs and trends of the community and develop appropriate and responsive programs.
- Assist college administration and community creatively in a challenging budgetary environment.
- Collaborate and consult with others to achieve common goals including student recruitment and retention.
- Collect, compile and analyze data.
- Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the college.
- Develop appropriate seminars, classes, workshops, events, and excursions in response to community interests and needs.
- Develop, implement and evaluate the delivery of educational services to students.
- Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

- Establish and maintain effective and cooperative working relationships with those contacted during work.
- Implement and evaluate the delivery of community education services to students.
- Interpret, apply and explain complex and technical State and federal laws and regulations related to assigned program.
- Maintain current knowledge of community education.
- Maintain the security of confidential materials.
- Make effective decisions under demanding timelines.
- Manage operations, schedules, and personnel on a day-to-day basis and in a manner that focuses on short and long-term goals.
- Negotiate contracts with vendors.
- Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.
- Participate in a variety of college committees, task forces and work groups.
- Plan and organize work and direct the work of others.
- Plan, organize, coordinate and direct a full spectrum of program offerings related to noncredit and adult educational programming.
- Plan, schedule, organize, and implement multiple projects and programs.
- Prepare and administer budgets for assigned program areas.
- Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.
- Set up and maintain web pages.
- Work effectively with others to achieve common goals and objectives.
- Work independently with minimum administrative direction.

EDUCATION AND EXPERIENCE REQUIRED:

- Possession of a master's degree from an accredited institution; and
- At least three years of progressively responsible experience, training, and leadership experience reasonably related to this position.
- At least one year administrative experience in a supervisory capacity.

WORKING CONDITIONS:

Duties are primarily performed in office environment while seated at a desk or computer terminal. Incumbents are subject to extensive contact with community members, employers, students, and demanding timelines.

PHYSICAL DEMANDS:

Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 25 pounds.