

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
ASSOCIATE DEAN, BUSINESS and CAREER TECHNICAL EDUCATION**

**GENERAL RESPONSIBILITIES**

Responsible to the Dean of Business and Career Technical Education for all aspects of the instructional programs of the division, including apprenticeship programs, career education, and economic and workforce development; also performs other duties and special projects as assigned.

**SPECIFIC RESPONSIBILITIES**

**DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL AND CAREER PROGRAMS**

Responsibility for assigned aspects of the division's programs, which may include recruiting, marketing, curriculum, scheduling, equipping, evaluating, staffing, funding, evaluation, negotiation of training facilities contracts, planning, and the procurement and administration of programs and courses under vocational contract with outside agencies; admissions, graduation and compliance with and reporting of certification requirements; approves curriculum development proposals, course outlines, and instructional materials; supervises the effectiveness of programs, activities and services and their responsiveness to the needs of a culturally diverse community; recommends and implements written District policy and regulations, supervises program and personnel compliance with applicable laws and regulations, maintains related records and submits related reports.

**PERSONNEL**

Responsible for, or effectively recommends, the hiring, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, direction and evaluation of work, and adjustment of grievances of all assigned staff; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with written District policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified.

**STUDENTS**

As assigned, responsible for the discipline of students, resolution of grievances and complaints, and the maintenance of student records.

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**(continued)**

**PLANNING**

Responsible for the planning, delivery, funding and evaluation of all functions, programs, activities, staff and services in areas of responsibility. Assists Dean in long-range planning for the division; leadership and vision on the integration of learning resources as they support the teaching, learning and administrative activities of the college.

**COMMUNITY CONTACT/REPRESENTATIVE**

Must be a highly visible educational leader seeking positions of significant leadership in community institutions and support organizations and on state boards and committees to articulate, enhance and improve District programs and services and reputation on the state and national levels.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Responsibility for advising, chairing and supervision of service area, college and district committees and task forces, including coordination as appropriate with administrative colleagues district wide. Represent the college on professional organization related to area of responsibility.

**ESSENTIAL FUNCTIONS**

- A. Supervises all aspects of the planning, funding, coordinating, staffing, delivery and evaluation of programs, activities and staff assigned in areas of responsibility; has substantial responsibility for procurement, expenditure and accounting for funding and programs in compliance with applicable law and policy, and related reports.
- B. Resolves student complaints, problems, and conflicts; analyzes, applies and explains laws, regulations and policies regarding services provided; and maintains related records and reports.

**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** A Master's degree and at least one year of supervisory or administrative experience in a diverse, multi-discipline environment; or a valid California Administrative or supervisory Credential authorizing service at the community college level, or equivalent.

**Required Skills:** Ability to resolve conflicts and solve problems, identify opportunities to improve programs; evaluate programs and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and represent the District at the community, state and national levels.

**Desirable Qualifications**

Three years of progressively responsible experience in career education, CTE Transitions, economic and workforce development, or administration of an apprenticeship program. Ability to develop and implement grant programs and follow-up reporting. Knowledge of career education funding sources and requirements.