

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  
DEAN/BUSINESS AND CAREER TECHNICAL EDUCATION**

**GENERAL RESPONSIBILITIES**

Overall responsibility to the Vice President of Academic Affairs for the leadership and administration of all aspects of the Division of Business and Career Technical Education. Responsible for the design, delivery, staffing, administrative support, supervision, and evaluation of Division academic programs and academic support staff as well as student enrollment, progress and discipline and all related records and reports. Oversight for specially funded career education programs such as Perkins (VATEA) and Apprenticeship. Performs other duties and special projects as assigned.

**SPECIFIC RESPONSIBILITIES**

**DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL PROGRAMS AND SERVICES**

Provides direction and support to faculty in the development, revision and evaluation of curriculum and materials, serves on the Division Curriculum Committee, and may serve on the District Curriculum and Instruction Council.

Reviews and approves curriculum development proposals, course outlines, and program changes, textbook recommendations, field trip requests, credit by examination requests and program requirements waivers.

Reviews instructional and other programs for compliance with applicable state and federal law, regulations and guidelines, district policy and procedure, and responsiveness to the needs of a culturally diverse community.

**PERSONNEL**

As delegated by the Vice President, Academic Affairs, is responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, direction and evaluation of work, and adjustment of grievances of division personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the instructional program and providing direction and assistance wherever a need for improvement is identified.

**STUDENTS**

Responsible for the adjustment of grievances and complaints, scheduling, evaluation and reporting of performance, the resolution of student problems and complaints.

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**BUDGET/FUNDING/PAYROLL**

Substantial responsibilities for the timely and accurate preparation, submission and administration of the college instructional and Division budgets, and payroll accounting for adjunct faculty.

**PLANNING**

Responsible for evaluating proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials. Monitors enrollment, cancels and changes classes in response to utilization.

**COMMUNITY CONTACT/REPRESENTATION**

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 programs and services and reputation on the state and national levels.

**OTHER PROFESSIONAL RESPONSIBILITIES**

Significant responsibility for chairing and supervision of college and District-wide committees and task forces.

**ESSENTIAL FUNCTIONS**

- Supervise all aspects of the planning, funding, supervision, staffing, delivery and evaluation of all instructional programs and services in the service area.
- Prepare and manage the service area instructional budget, class scheduling, college catalogue, and university articulation.
- Perform or supervise the performance of all personnel function of staff assigned.
- Responsible for maximizing the academic performance of students, discipline and resolution of student problems.

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**REQUIRED SKILLS AND QUALIFICATIONS**

**Minimum Qualifications:** Master's degree and at least one year of formal training, internship or leadership experience reasonably related to this administrative assignment; or a valid California Administrative or Supervisory Credential authorizing service at the community college level.

**Required Skills:** Ability to resolve conflicts and solve problems, plan, evaluate and supervise delivery of instructional program and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and represent the college at the community, state and national levels.

**Desirable Qualifications:** Two years of full-time teaching experience in a business or Career Technical Education related discipline preferably at the community college level; or equivalent. Experience linking educational programs to the economic and workforce development needs of business and industry. Evidence of work with business and industry groups. Ability to develop and implement grants and new occupational programs. Knowledge of occupational-CTE funding sources (VATEA-Perkins) and reporting requirements.

Approved by the Board: April 25, 2011