

Imperial Valley College

Associate Dean, Workforce Preparation & Non-Traditional Instruction

DEFINITION:

Under the direction of an appropriate supervisor, develop, plan, coordinate, and implement comprehensive non-traditional and community education programs for the District including Strong Workforce initiatives, Non-credit, Dual Enrollment, and Adult Education.

EXAMPLES OF DUTIES:

- Coordinate and manages Strong Workforce initiatives at the college initiating collaborative relationships with regional colleges and local industry representatives; support faculty to develop and update Career Education (CE) programs. Identify program needs and assist with development and implementation of program plans.
- Provide leadership for the development and expansion of non-credit programs and Dual Enrollment, in collaboration with the appropriate discipline faculty, administrators and local high schools.
- Manage district partnership contracts and work with K-12 administration to manage student progress.
- Conduct performance based instructional needs assessments for business and industry. Respond and follow-up those assessments with services and programs.
- Nurture and maintain liaison with the community, local businesses, industry, and other college partners in support of Strong Workforce, non-credit, and dual enrollment programs.
- Work collaboratively with faculty, K-12 schools, and Adult Education providers to roll out, maintain, and enhance the dual enrollment program.
- Participate in regional and campus wide discussions and contribute to the campus Strong Workforce, non-credit, and dual enrollment programs.
- Maintain accurate budget records, track program funding allocations and expenditures to ensure compliance with legal mandates, and maintain appropriate records form responsible programs and budgets. Submit performance reports to the State, region, and other stakeholders as required.
- Supervise and evaluate faculty and staff as appropriate.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of College, State and federal policies, guidelines, standards and requirements related to area of responsibility.
- Knowledge of budget preparation and administration.
- Ability to develop curriculum for non-credit and credit courses.
- Knowledge of community demographics and consumer and workforce trends.
- Knowledge of community college organization, operations and objectives.
- Demonstrated interpersonal skills including tact, patience and diplomacy.
- Knowledge of marketing and promotion techniques as well as market research and analysis.
- Ability to operate computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.
- Ability to lead, manage, train and evaluate assigned staff.
- Ability to solve problems in an innovative, collaborative and timely manner.
- Knowledge of statistical procedures and mathematical concepts.
- Demonstrated planning and organizational skills.
- Ability to assess the needs and trends of the community and develop appropriate and responsive programs.
- Ability to communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the college.
- Ability to establish and maintain effective and cooperative working relationships.
- Ability to negotiate contracts with vendors.
- Ability to work independently with minimum administrative direction.

MINIMUM QUALIFICATIONS:

- Possession of a master's degree from an accredited institution; and
- At least one year administrative experience in a supervisory capacity.

WORKING CONDITIONS

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1 Often—51-75 percent = 3

Occasional—25-50 percent = 2 Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

STATUS/RATIONALE

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional services of the College and the District.