

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED  
SUPERVISORY/MANAGEMENT**

**CLASS TITLE: ASSOCIATE DEAN--CAREER  
TECHNICAL EDUCATION**

**SALARY TABLE: 30**

**SALARY RANGE: 160**

**BASIC FUNCTION:**

Under the direction of the Dean-Educational Programs, plan, organize, control and direct career technical education operations, activities and related Perkins Act programs; coordinate and direct communications, curriculum, courses, personnel and information to meet the career technical training needs of the community and assure smooth and efficient program activities; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, organize, control and direct career technical education operations, activities and related Perkins programs such as Business, Health & Human Services, and Technologies Divisions; establish and maintain career technical education time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate and direct communications, curriculum, courses, personnel and information to meet the career technical training needs of the community and assure smooth and efficient program activities; oversee the development and implementation of career technical education courses, schedules, programs, services, plans, strategies, processes, projects, goals and objectives; monitor, evaluate and adjust activities in response to community career technical needs.

Supervise and evaluate the performance of assigned faculty and classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures.

Direct and participate in activities to assure proper and timely resolution of student, staff, administrative and community issues and conflicts related to vocational and occupational education; coordinate and direct career technical education programs, services, courses, communications, activities and information between staff, faculty, administrators, outside agencies, the public and various local, State and federal organizations; establish and maintain partnerships.

Administer and monitor career technical training programs and courses to assure compliance with established curriculum standards; collaborate with others in developing and maintaining curriculum standards for career technical training courses; coordinate activities to enhance staff and instructor understanding of curriculum standards, and instructional strategies and materials.

Monitor and evaluate career technical education activities for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning career technical needs; direct the development and implementation of programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of career technical education courses and services.

Develop and prepare the annual preliminary budget for career technical education operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grants and other funding sources as required; prepare related proposals and documents.

Assure adequate facilities, equipment, materials and personnel to meet the needs of career technical education programs and courses; initiate recruitment activities as appropriate; coordinate the purchase of materials and equipment as needed; monitor and identify facility needs and arrange for additional facilities as needed.

Coordinate and direct the development and implementation of marketing and outreach strategies and activities to facilitate and enhance public awareness and participation in career technical education programs and courses; direct and participate in the preparation and distribution of related promotional and informational materials.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, services, Perkins, personnel, students, courses, budgets, financial activity and assigned duties.

Provide technical information and assistance to the Dean-Educational Programs regarding career technical education programs, courses, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to career technical education programs and courses; modify programs, instructional activities, policies and procedures to meet State and federal requirements as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and direction of career technical education operations, activities and related Perkins programs.

Curriculum standards, requirements, interpretation and application in career technical education programs, courses and activities.

College, State and federal standards and requirements governing career technical education activities.

Instructional techniques and strategies related to assigned career technical programs.

Principles, practices, procedures and techniques involved in the development and implementation of career technical education courses, schedules, programs, services, plans, strategies, processes, projects, goals and objectives.

Principles and practices of administration, supervision and training.

Policies and objectives of assigned programs and activities.

Budget preparation and control.

Oral and written communication skills.

Applicable State and federal laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

**ABILITY TO:**

Plan, organize, control and direct career technical education operations, activities and related VTEA programs.

Coordinate and direct communications, curriculum, courses, personnel and information to meet the career technical training needs of the community and assure smooth and efficient program activities.

Supervise and evaluate the performance of assigned personnel.

Direct and participate in activities to assure proper and timely resolution of student, staff, administrative and community issues and conflicts related to career technical education.

Oversee the development and implementation of career technical education courses, schedules, programs, services, plans, strategies, processes, projects, goals and objectives.

Collaborate with others in developing and maintaining curriculum standards for career technical training courses.

Direct the development and implementation of marketing and outreach strategies and activities.

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

**December 2020**

**Ewing Consulting Services**

Any combination equivalent to: master's degree and five years increasingly responsible experience working with career technical or related educational programs.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Hearing and speaking to exchange information and make presentations.