

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Dean, Applied Technology & Business Chabot College

Management Class Specification

MANAGEMENT RESPONSIBILITY

The Dean of Applied Technology & Business is a management position designated by the Board of Trustees for the Chabot-Las Positas Community College District. The incumbent is responsible for the satisfactory completion and/or coordination of the listed duties and responsibilities either directly or through administrative review. The incumbent is charged by the Board of Trustees with the satisfactory implementation of Board policy and District procedure as applicable to the position. In addition, the incumbent is expected to participate in the formulation of District policies by making appropriate recommendations for improvements or additions in policy or procedure through his or her reporting authority and/or by serving on District-wide management councils.

GENERAL DESCRIPTION

The Chabot-Las Positas Community College District is seeking a Dean of Applied Technology & Business for Chabot College in Hayward, California. The Dean will be responsible for the development, direction, supervision, and evaluation of the assigned set of the college's academic programs and/or college service areas—which include Apprenticeships, Automotive Technology, Business, Computer Applications, Design Technology, Electronics, Fire Science Technology, Inspection Technology, Machine Tool Technology, Real Estate, Welding, VTEA planning and reporting, coordination of workforce development efforts, outreach to regional businesses, coordination of advisory committees, and related assignments. The successful candidate will also be assigned the development, direction, supervision and evaluation of the college's technology support services. This position involves direct collaboration with faculty and staff in planning and directing college goals and objectives. Position will report to the Vice President of Academic Services.

MINIMUM QUALIFICATIONS

The minimum qualifications for service as an educational administrator shall be both of the following:

- (A) Possession of a master's degree; and
- (B) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

DUTIES AND RESPONSIBILITIES

1. Foster and maintain high standards of instruction, including providing division leadership in establishing goals and objectives, and the uses of innovative delivery of instruction, including instructional technology, distance education, and Web-based/online instruction;
2. Demonstrate a high value for student learning in setting priorities and implementing institutional goals.
3. Plan, develop, coordinate, and evaluate division instructional offerings to meet student, program, community, and enrollment needs;
4. Plan and develop the division budgets and monitor division expenditures and operations;
5. Supervise the planning, organizing and development of the curriculum of the division, in consultation with faculty and advisory committees as appropriate;
6. Supervise and evaluate the performance of assigned faculty and staff within the division;
7. Provide coordination in the recruitment, and selection of faculty staff within the division;
8. Foster community outreach and provide liaison with area schools, two- and four-year colleges, business and industry, and public sector to promote, develop and articulate college instructional offerings;
9. Become an active community member by participating in community organizations mutually agreed to;
10. Assist in establishing a process for enrollment management and in gathering and interpreting data for scheduling, staffing, planning, including student success, access and equity;
11. Provide leadership and opportunities for appropriate staff development programs and activities for faculty and staff;
12. Formulate long- and short-range goals for the division, including updating the college's master plan, strategic plan, and other planning documents and processes; conduct ongoing program review;
13. Establish and maintain collaborative and collegial working relationships with administrative counterparts and constituent leadership;
14. Provide supervision to the day, late afternoon, summer/evening and off-campus programs as assigned;
15. Represent Academic Services for the Vice President as appropriate and as necessary;
16. Perform all other related and implied management duties and such others as may be assigned by the President or Vice President.

17. Demonstrate evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

APPOINTMENT

The Dean of Applied Technology & Business shall be elected by the Governing Board upon the recommendation of the College President and the District Chancellor.

NOTE: This class specification is not necessarily all-inclusive in terms of the duties and responsibilities.

Adopted by the Board of Trustees July 20, 2004
Effective: July 1, 2004
Board Designation: Administrative
(p:/Dean Language Arts)