CAFE FEAR COMMUNITY COLLEGE

DEAN OF VOCATIONAL & TECHNICAL EDUCATION

DEFINITION

To lead, direct, manage, supervise, and coordinate the vocational and technical training programs and activities for the college; to coordinate assigned activities with other college departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Vice President of Instruction.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Vice President of Instruction.

Exercises direct supervision over faculty and technical staff.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Provide leadership and management responsibility for workforce preparation in technical and vocational programs and activities that incorporate current technology and effective methods of instruction that meet the needs of employers.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for vocational and technical programs including curriculum development and instructional coordination; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Vice President of Instruction; implement improvements.

Select, train, motivate and evaluate division faculty and staff; provide or coordinate professional development of faculty and staff; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct, coordinate, and review the work plan for vocational and technical programs; meet with staff to identify, and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
Essential Functions (continued):

Manage and participate in the development and administration of the vocational and technical program annual budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as liaison for vocational and technical programs with other college departments, divisions, agencies, industries, organizations, and the media; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Vice President of Instruction; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to division programs, policies, and procedures as appropriate.

Recruit, interview, evaluate and hire vocational and technical instructors; develop and draft instructor contracts and necessary materials for instructors.

Develop, coordinate and implement faculty schedules to ensure an equitable allocation of course assignments; assign division office space.

Oversee and participate in the preparation and development of class curriculum for vocational courses; serve as chair for program evaluation teams in the evaluation of all vocational/technical programs.

Provide skills analysis and program development for new and expanding industry training programs; meet with area industrial developers as required.

Other Important Functions:

Assess material, supply, and equipment needs for vocational and technical programs; submit requisitions for the ordering of supplies; maintain an inventory of equipment and supplies.

Provide staff support on a variety of boards and committees; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of vocational and technical training programs.

Answer questions and provide information to college staff and the public on vocational and technical courses and activities; investigate complaints and recommend corrective action as necessary to resolve complaints.
Perform related duties and responsibilities as required.

**DEAN OF VOCATIONAL & TECHNICAL EDUCATION (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services and activities of a comprehensive vocational and technical training program.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern and complex principles and practices of program development and administration.

Principles of vocational and technical programs.

Educational program theory, principles and practices and their application to a wide variety of activities.

Principles and procedures of educational instruction and training.

Advanced principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.

Pertinent Federal, State, and local laws, codes and regulations.

**Ability to:**

Manage, direct, coordinate and evaluate the work of faculty and technical personnel.

Select, supervise, train and evaluate staff.

Provide administrative and professional leadership and direction for vocational and technical training programs.

Recommend and implement goals, objectives, and practices for providing effective and efficient vocational and technical training programs and activities.
Prepare and administer a complex budget.

Prepare clear and concise administrative and financial reports.

DEAN OF VOCATIONAL & TECHNICAL EDUCATION (Continued)

Ability to (continued):

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Maintain effective audio-visual discrimination and perception needed for:
- making observations
- communicating with others
- reading and writing
- operating assigned equipment.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
- sitting for extended periods of time
- operating assigned equipment
- attending early morning and late evening events on or off campus
- making regular visitations to college laboratories and facilities
- maintaining regular visitations to employers in the region.

Maintain mental capacity which allows the capability of:
- making sound decisions
- evaluating the effectiveness of programs and personnel
- demonstrating intellectual capabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including college and government officials, community groups, and the general public.
DEAN OF VOCATIONAL & TECHNICAL (Continued)

Experience and Training Guidelines
Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years responsible experience in classroom instruction and/or educational administration preferably in the field of vocational and technical training or equivalent combination of business/industrial experience with particular emphasis in workforce preparation. Two years of supervisory experience is desirable.

**Training:**

Equivalent to a bachelor’s degree from an accredited college or university with major course work in vocational education, industrial arts or a related field. A master’s degree in education administration is desirable.