Calhoun Community College  
Job Description

Employee Name: Bethany Clem

Compensable Factors Classification:
Job Title: Dean of Applied Technologies and Workforce Education
Reports to: Vice President of Instruction and Student Services

SUMMARY
The Dean of Applied Technologies and Workforce Education will provide leadership and supervision for credit and non-credit programs in the areas of Applied Technologies, Training for Existing Business and Industry, Professional Certifications, Industry Services, Continuing Education, and Adult Education to include workforce needs analysis, program, personnel, and process assessment and development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Promote student success and excellent customer service.

Teach at least one course per year at varied times and places and in varied formats.

Monitor, evaluate, and recommend Applied Technology curriculum changes as needed and coordinate applied technology curriculum across campuses.

Assess personnel performance and develop professional development opportunities to maintain relevancy and efficiency of faculty and staff.

Provide leadership for instructional innovation including distance learning and the use of technology in instruction and entrepreneurship.

Coordinate with the other academic leaders to develop efficient course schedules for all sites based on collection and analysis of data.

Provide leadership in a multi-campus organization to include assisting with recruitment and evaluation of full and adjunct faculty in coordination with appropriate dean/coordinator.

Assess and revise processes and procedures to ensure continuous improvement.

Ensure timely completion/development, execution, monitoring and submittal of all materials used in academic administration, including but not limited to course syllabi, program outlines and reviews, catalog material, budgets, personnel performance reviews and student information such as grades, attendance rosters, etc..

Participate in and ensure participation of area personnel in scheduled college-wide activities such as in-service, Honor’s Day, and Graduation.

Ensure compliance with institutional and Alabama Community College System policies and procedures and standards of accrediting bodies.
Communicate with the administration regularly; serve on the Instructional Council, the Planning Council, and other committees as assigned.

Assist in developing and implementing plans to secure funding from state, federal, and private sources including government and industry grants and endowments.

Monitor, assess and incorporate workforce data, market needs and future trends to evaluate program relevancy and develop curriculum to keep academic programs and technical training up-to-date with workforce needs and advances in technology.

Establish and maintain strategic relationships and partnerships with federal, state, and local elected officials, government agencies, public, and private school systems, non-profit agencies and organizations, and business and industry in support of technology and workforce education programs.

Serve as the external interface to assess and market the College’s needs and capabilities in technology and workforce education locally, regionally, and nationally.

Performs all other such professional duties as the Vice President may direct.

**QUALIFICATIONS**

**MINIMUM EDUCATION and/or EXPERIENCE**

Education/Experience: Master’s Degree from an accredited institution with experience in applied technologies or a Bachelor’s degree in Engineering from an accredited institution.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Demonstrated experience of successful leadership to include data collection and analysis, strategic planning, assessment of personnel and programs.

Demonstrated experience with innovative curriculum/program development in business and industry or in education.

Demonstrated experience in the use of applied technology.

Demonstrated experience in developing the workforce.

Industry experience related to applied technologies.

Proven successful teaching experience in business and industry or in education.

Proven successful management of personnel, schedules, records, equipment, and facilities.

Ability to collaborate and coordinate with others to create a student-centered environment.

Excellent relational skills, strong written and verbal communication skills, and comfort with oral presentations.
A high level of strategic critical and technical thinking skills.

Experience developing operating plans and budgets.

Demonstrated ability to work in a team environment.

Experience in determining business and industry training needs and developing curriculum/programs to meet those needs.

Experience in innovative instructional strategies including web-based instruction.

Demonstrated ability to work effectively with students, faculty, and staff from a variety of racial, ethnic, cultural, and socioeconomic backgrounds.

Demonstrated competency in the use of computers.

**PHYSICAL DEMANDS**

Physical demands include extended periods of time standing or walking. Employee must be able to work a variety of hours and schedules. Other physical demands are proximate to comparable professional position in the public or private sector.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**ADVANCEMENT GUIDELINES**

As noted in the “Salary Placement and Advancement”.