

Lawson State Community College

JOB DESCRIPTION

POSITION TITLE: Donald Sledge, Assistant Dean of Career/Technical Education

DEPARTMENT: Instructional

FLSA: Exempt

REPORT TO: Associate Dean for Career/Technical Education

POSITION SUMMARY: To assist in the administration of the Career/Technical Division and serve as division chairperson of occupational/technical programs. Provide leadership in the development and administration of strategies and institutional policies for career/technical programs, special activities and college effectiveness.

ESSENTIAL JOB FUNCTIONS:

1. Assist with the day-to-day supervision, coordination and integration of career/technical programs and personnel.
2. Serve as Division Chair for Occupational/Technical Programs.
3. Coordinates all educational programs at the Donaldson Correctional Facility.
4. Recruit and recommend adjunct and temporary, part-time faculty for career/technical programs.
5. Assist in the planning and implementation of community relations activities as they relate to the division.
6. Maintain appropriate records and files related to the career-technical division.
7. Recommend faculty and staff committee assignments.
8. Assist in the college-wide planning process and institutional effectiveness of the college.
9. Assist with the planning and supervision of high school programs.
10. Provide assistance with accreditation and certification processes.
11. Assist in the development, publication and enforcement of policies established by the college.
12. Provide assistance in the development of department budgets.
13. Approve expenditures and monitor monthly department budget records.
14. Coordinate the supervision of the Carl D. Perkins Program and maintain annual performance reports for the Birmingham campus.
15. Supervise and evaluate faculty in the performance of their duties.
16. Recommend curriculum for new/additional courses/programs to be offered.
17. Provide leadership and assistance in curriculum development and teaching and learning activities.
18. Participate in pertinent local, state, regional and national organizations.
19. Represent the college at community functions.
20. Serve as member of committees as assigned.
21. Support and implement the mission of the college.

JOB DESCRIPTION

POSITION TITLE: Charles Murray, Associate Dean of Career/Technical Education

DEPARTMENT: Instructional

FLSA: Exempt

REPORT TO: Vice President of Instructional Services

POSITION SUMMARY: Provides leadership for career technical and workforce development credit and non-credit programs. Serves as co-director of the Bessemer campus. Plans, recommends and monitors appropriate institutional budgets, works with faculty and staff to create a professional, learning environment where faculty and students are encouraged and supported to excel.

ESSENTIAL JOB FUNCTIONS:

1. Supervise the day-to-day operation of career/technical credit and non-credit programs and personnel.
2. Supervise the day-to-day operation of Training for the Existing Business and Industry (TEBI) and Corporate Services units.
3. Develop, implement, and evaluate College's credit and non-credit course offerings to ensure appropriateness in meeting the needs of business and industry.
4. Lead the planning and budgeting process of the career technical programs in the instructional division of the College.
5. Lead the annual program review process for the College's career technical programs.
6. Supervise and evaluate career technical division chairpersons and director/coordinator-level personnel.
7. Oversee the College's career technical dual enrollment programs.
8. Oversee the College's Tech Prep efforts.
9. Oversee the College's Ready-To-Work program as it prepares individuals to obtain the Alabama Career Readiness Certificate and the Alabama Certified Worker Certificate.
10. Coordinate the development and implementation of the College's career technical plan.
11. Seek additional funding in the forms of grants to supplement career technical programs.
12. Assist with the completion of the College's annual career technical education report (Carl D. Perkins).
13. Maintain a credible, reliable presence and contact for the College with the regional Workforce Development committee.
14. Lead the College's partnership with AIDT to meet the needs of new business and industry in the College's service area.
15. Effectively market the College and its educational services to the business and industry community.
16. Assist with the development and oversight of comprehensive community college curricula, including technical and academic skills which are responsive to the needs of the College's service area.
17. Participate in the college-wide planning process and institutional effectiveness of the College.
18. Assist with accreditation and certification processes.
19. Participate in relevant local, state, regional and national organizations.
20. Support and implements the mission of the college.