



JOB DESCRIPTION

POSITION TITLE: ASSOCIATE DEAN OF CAREER/TECHNICAL EDUCATION

DEPARTMENT: Instructional

FLSA: Exempt

REPORT TO: Vice President of Instructional Services

POSITION SUMMARY: Provides leadership for the career/technical programs. 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. Supervises the day-to-day operation of career/technical programs and personnel.
2. Serves as Co-Director of the Bessemer Campus.
3. Recruits and recommends adjunct and temporary, part-time faculty for career/technical programs.
4. Coordinates the planning and implementation of community relations activities as they relate to the division.
5. Coordinates automotive technology activities in the Alabama Center for Automotive Excellence.
6. Maintains appropriate records and files related to the career-technical division.
7. Recommends faculty and staff committee assignments.
8. Participates in the college-wide planning process and institutional effectiveness of the college.
9. Coordinates the high school programs.
10. Assists with accreditation and certification processes.
11. Assists in the development, publication and enforcement of policies established by the college.
12. Conducts annual departmental budget hearings.
13. Conducts annual program review activities.
14. Approves expenditures and monitors monthly department budgets.
15. Coordinates the supervision of the Carl D. Perkins Program and maintain annual performance reports for the Bessemer campus.
16. Supervises and evaluates department chairs and staff in the performance of their duties.
17. Recommends curriculum for new/additional courses/programs to be offered.
18. Coordinates curriculum development and teaching and learning activities in career/technical programs.
19. Participates in pertinent local, state, regional and national organizations.
20. Represents the college at community functions.
21. Serves as member of committees as assigned.
22. Supports and implements the mission of the college.
23. Provides assistance with distance learning activities as they relate to career/technical programs.