

# Lawson State

## COMMUNITY COLLEGE

### JOB DESCRIPTION

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**POSITION TITLE:** ASSISTANT DEAN OF OCCUPATIONAL PROGRAMS

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