



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

---

# DEAN OF STRATEGIC PARTNERSHIPS & WORKFORCE DEVELOPMENT

An Administrative Position  
Grade AD

---

### ***A. The Position***

Under the general direction of the Vice President of Instruction, the Dean of Strategic Partnerships & Workforce Development will be responsible for the leadership, coordination, and compliance of the college's Career Education programs, including, but not limited to the Strong Workforce Program (SWP), Carl D. Perkins funding, Work Experience Program, Bay Area Entrepreneur Center of Skyline College, Dual Enrollment Program, Apprenticeship Program, Grants, Career & Job Placement Services, Contract Education, Adult Education, and other educational areas as assigned. As a member of the college leadership team, the Dean is held to the [Leadership Standards of Excellence](#).

Additionally, the Dean of Strategic Partnerships & Workforce Development will assist the college with local and regional CTE program planning and development, budget coordination, employer outreach, regional advisory committees, and coordinating college CTE grant activities; manage college articulation and dual enrollment efforts in feeder high schools and districts; ensure compliance with relevant state and federal grant requirements, including fiscal coordination and reporting; represent the college in local and regional workforce education and training initiatives; and facilitate the expansion of CTE programs and potential partnerships with appropriate industries, high schools, post-secondary institutions and community organizations as they relate to career programs.

### ***B. Duties & Responsibilities***

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Supervise and assume responsibility for faculty, including, but not limited to the areas of Work Experience, Career & Job Placement Services, Career Development, Apprenticeship, Dual Enrollment, Bay Area Entrepreneur Center, and Contract Education
2. Provide leadership in Career and Technical Education to ensure teaching excellence and innovations in student learning and student success
3. Guide and support faculty in their efforts to develop and assess student learning outcomes at the course, program, and Division levels
4. In collaboration with student services and instruction, assist with planning and program development as related to career and workforce programs

5. Direct communications, personnel, resources, curriculum, schedules, and information to meet the instructional and student services needs of dual enrollment and enhance the educational effectiveness of assigned programs and services
6. Serve as the college representative in coordination of grant work plan objectives and activities for projects, such as Strong Workforce program (SWP), across the three San Mateo colleges and coordinate local and regional SWP planning
7. Inform CTE program expansion and development at the college using relevant labor market information
8. Support articulation and dual enrollment efforts with secondary and adult schools in the area of CTE.
9. Serve as college liaison to local industry, adult schools, secondary, and postsecondary institutions in developing and implementing CTE projects and grant activities
10. Coordinate with San Mateo County Community College District colleges in CTE program vitality assessment to ensure programs are aligned with workforce needs
11. Plan and administer the Division budget
12. Coordinate preparation of catalog, schedule, and brochure materials for the Division
13. Write grant proposals, manage Division grants, and prepare required reports
14. Provide articulation/liaison with other college divisions and services, advisory committees, student groups, and appropriate off-campus institutions and groups
15. Serve on designated college and District committees
16. Serve as a member on the Instructional Leadership Team
17. Administer collective bargaining agreements for Division faculty and classified staff
18. Direct the tenure review and/or evaluation processes for all Division faculty and staff
19. Serve as key emergency prevention, preparedness, and response personnel as assigned
20. Perform other duties as assigned by the Vice President of Instruction

### ***C. Requirements***

- Possession of a Master's degree or above from an accredited institution OR the equivalent
- One year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff

### ***D. Physical/Other Requirements***

This classification requires sitting for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, hearing and speaking to communicate and provide information to others; ability to operate a motor vehicle and drive to off campus locations in order to perform the essential functions.

### ***E. Knowledge, Skills & Abilities***

1. Community college teaching experience and demonstrated appreciation for the disciplines taught in the Division
2. Evidence of involvement, initiative, and leadership in instructional activities
3. Ability to develop, organize, and coordinate a wide variety of instructional programs to achieve college and Division goals
4. Ability to facilitate faculty endeavors in the development and assessment of student learning outcomes
5. Ability to elicit and bring focus to recommendations from Division faculty and staff

6. Ability to represent effectively the Division and its goals at college and District levels
7. Organizational skills to facilitate the development and administration of curriculum, budget, staff development, and performance evaluation
8. Ability to manage the Division Office and other services to assist faculty and students
9. Commitment to balancing appropriately the needs of remedial, vocational, and transfer students
10. Demonstrated ability to communicate effectively, both orally and in writing, with District and college administrators, faculty, staff, students, and the public
11. Ability to creatively facilitate problem solving between departments and programs in the Division
12. Awareness of and commitment to shared governance
13. Evidence of organizational skills that enable performance of duties in a timely fashion with attention to details
14. Evidence of grant-writing and/or fund-raising skills
15. Ability to develop partnerships with local businesses and community groups
16. Commitment to the District's goal of integrating writing skills across the curriculum
17. Familiarity with and willingness to expand the use of computer-based technology appropriate to the subject area(s) of the assignment
18. Demonstrated managerial skills, including experience in delegating responsibility for tasks and following up on completion of tasks
19. Skill in respectful, tactful and sensitive interaction with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds

(03/2019)