



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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# DEAN OF BUSINESS, EDUCATION & PROFESSIONAL PROGRAMS

An Administrative Position  
Grade AD

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### A. General Statement

The Business, Education and Professional Programs Division Dean is responsible to the Vice President of Instruction for administration of the division, including the disciplines of Automotive Technology, Business, Business Computer Systems and Management, Cosmetology, Early Childhood Education, Family and Consumer Sciences and Accounting. Additionally, this dean is the administrative lead for Career and Technical Education programming at the college.

### 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. Provide the leadership, management, and development of the instructional programs for the Division.
2. Recommend personnel actions to the Vice President.
3. Coordinate hourly and full-time staffing activities for the Division. Oversee evaluations of faculty and classified staff.
4. Work with faculty to develop and evaluate curriculum and to apply up-to-date methods of instruction, including online learning technologies.
5. Participate actively and cooperatively with other administrators to address College-wide concerns.
6. Organize and lead the annual Division planning and budgeting process in concert with college goals. Provide leadership for departmental program reviews.
7. Lead the division in developing and implementing processes to develop and assess student learning outcomes in order to ensure student equity and success.
8. Plan and administer the Division budget.
9. Coordinate preparation of catalog and class scheduling for the Division.
10. Write grant proposals, manage Division grants, and prepare required federal and state reports.
11. Provide articulation/liaison with other College divisions and services, advisory committees, student groups, and appropriate off-campus institutions and groups.
12. Recommend and participate in implementation of staff development programs for Division faculty and staff.
13. Establish mutually beneficial ties with industry and the local community.
14. Serve on designated College and District committees.
15. Direct the operation of the Division Office.

16. Administer collective bargaining agreements for Division faculty and classified staff.
17. Perform other duties as assigned by the Vice President.

### **C. Requirements**

1. Possession of a Master's degree in one of the disciplines taught in the Business Division (accounting, business, consumer arts and science, cosmetology, automotive, management) **AND** one year of experience reasonably related to the administrative assignment, **OR** possession of a California Community College Supervisor Credential, **OR** the equivalent.
2. One year of formal training, internship, or leadership experience reasonably related to the managerial assignment
3. Ability to communicate effectively and constructively with persons of diverse cultures, language groups, and abilities. Demonstrated sensitivity to and ability to work with the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, faculty, and staff, including those with disabilities.

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

This classification requires data comparison, analysis and interpretation; conceptualization; oral communication with small and large groups; persuasive communication; negotiation; confrontation; conflict resolution; coordinating work performed by others; tact, sensitivity, patience; flexibility and adaptability; good memory; attention to details; and prioritization in order to perform the essential functions.

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

1. Successful Community college teaching experience in a discipline taught in the Division.
2. Evidence of involvement, initiative, and leadership in instructional activities.
3. Demonstrated understanding of career and technical education programming
4. Ability to develop, organize, and coordinate a wide variety of instructional programs to achieve College and Division goals.
5. Ability to elicit and bring focus to recommendations from Division faculty.
6. Ability to effectively represent the Division and its goals at College and District levels.
7. Organizational skills to facilitate the development and administration of curriculum, student learning outcome assessments, budget, staff development, and performance evaluation.
8. Demonstrated ability to write grant proposals, manage Division grants, and prepare required reports, including CTE Transitions and VTEA.
9. Ability to manage and lead the Division Office and effectively work with faculty and staff.
10. Commitment to balancing appropriately the educational needs of remedial, career/technical, and transfer students.
11. Ability to facilitate problem solving between departments and programs in the Division.
12. Ability to work collaboratively with faculty, staff and administration to plan and implement facilities modifications
13. Understanding of and commitment to participatory governance.
14. Evidence of organizational skills that enable performance of duties in a timely fashion with attention to details.
15. Ability to develop and maintain partnerships with local business and community groups and advisory committees.
16. Demonstrated understanding of supporting and facilitating online teaching and use of learning technologies appropriate to the subject area(s) of the division.