

DEAN OF WORKFORCE EDUCATION

GENERAL STATEMENT:

Supervise and coordinate the overall planning and development of workforce programs.

REPORTS TO:

Vice President of Instruction

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in a teaching discipline or appropriate educational program; Doctorate preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Five (5) years work experience in the area of higher education involving supervision of personnel and teaching.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Supervise and coordinate the overall planning and development of workforce programs.
- Assist in the recruitment, employment, orientation, and staff development for full-time and part-time workforce education staff.
- Supervise the workforce education instructional staff.
- Assist in the evaluation of full-time and part-time faculty in workforce education and recommend their employment, assignment, or dismissal to the vice president of instruction.
- Supervise the coordinators for the workforce programs.
- Call and conduct workforce education faculty meetings.
- Supervise the preparation of the workforce education budget for submission to the vice president of instruction.
- Supervise expenditures of the approved budget.
- Prepare class and examination schedules and room assignments for workforce education classes.
- Recommend annual catalog changes pertaining to all workforce education.
- Supervise the selection of textbooks to be used in workforce education courses.
- Serve as a liaison with business, industry, government, and educational agencies on matters concerning workforce education.
- Organize and work with the advisory committees in the establishment of new and continuing workforce programs.
- Assist in the preparation of agreements and contracts with the Texas Higher Education Coordinating Board.
- Maintain a current file of all workforce course outlines.
- Assist in the preparation and submission of all reports on workforce education.
- Assist with student recruitment.
- Cooperate with other administrators in planning registration procedures.

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- Assist in developing a placement program for students after graduation.
- Cooperate with counselors in follow-up studies of former students.
- Teach appropriate classes as determined by the vice president of instruction.
- Serve as the contract manager and contact person for the Carl Perkins Vocational and Applied Technology Grant.
- Other duties as assigned by the vice president of instruction or other appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 3/14/05

JD163