

DESERT COMMUNITY COLLEGE DISTRICT

ASSISTANT DEAN, APPLIED SCIENCES & BUSINESS

THE POSITION

The Assistant Dean shall provide leadership, supervision, and coordination across Career Education and workforce development; provide district-wide leadership in managing Strong Workforce Program and Perkins initiatives; and lead the development and implementation of Career Education pathways across divisions. The Assistant Dean serves as a liaison to regional industry, K-12 and adult education partners, and state and regional workforce development agencies to advance academic and career pathways, promote secondary-to-postsecondary transitions, and strengthen employer engagement.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area administrator. Assists with the development, direction, management and evaluation of the instructional programs and faculty and exercises supervision over assigned District personnel.

REPRESENTATIVE DUTIES

(E = Essential Duty)

1. Supervise and evaluate faculty and staff within the area of responsibility, supervise workload, provide in-service training and resolve conflicts. This responsibility includes planning, organizing, staffing, leading, coordinating, and controlling the activities of the assigned programs, including, but not limited to, career education, work-based learning, work experience, Roadrunner Makers, and career services. **E**
2. Serve as the District's primary liaison for the Adult Education Consortium, leading the development of Career Education noncredit-to-credit pathways, co-enrollment strategies, and adult learner transition supports. **E**
3. Lead the cross-divisional development and implementation of Career Education pathways, using labor market data and student outcome metrics to align programs with regional workforce needs and institutional goals. **E**
4. Oversee the development, renewal, and evaluation of high school articulation agreements, ensuring curriculum alignment, documentation compliance, and transcript credit access. **E**
5. Manage the planning, budget allocations, and financial reporting for Perkins, Strong Workforce Program, and other categorical grants; ensure all project objectives and outcome metrics are achieved in compliance with federal, state, and District regulations. **E**
6. Oversee comprehensive outreach and marketing strategies to strengthen employer engagement and increase program visibility; collaborate with District teams to promote Career Education pathways to students and industry partners. **E**
7. Coordinate with the Partnership and Community Education (PaCE) program to identify contract education opportunities to strengthen Career Education and prepare students for the workforce. **E**
8. Leverage available regional resources to improve the success of local workforce investment areas. **E**
9. Research, analyze, and tabulate data to prepare and submit required reports for categorical career education grants, ensuring accuracy in program planning and compliance with state and federal metrics. **E**
10. Lead Career Education and workforce improvement planning to promote achievement of outcome metrics and institutional goals. **E**
11. Develop policies, procedures, record keeping requirements that ensure compliance with all grant guidelines, Federal and state regulations, and District policies and procedures. **E**
12. Coordinate faculty and staff professional development related to Career Education pathways, workforce alignment, employability skills, and instructional quality. **E**
13. Coordinate district-wide awareness of Perkins and Strong Workforce Program plans, categorical grant opportunities, Career Education programs and pathways, and career services. **E**
14. Oversee the planning, coordination, and execution of marketing strategies for Career Education

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programs in collaboration with District marketing and outreach teams to increase visibility and enrollment. *E*

15. Support District planning and outcome assessment efforts, including the Educational Master Plan, accreditation processes, program review, scheduling, and learning outcomes. *E*
16. Coordinate and articulate program needs and curriculum identified by faculty, students or the community. *E*
17. Meet schedules and timelines; organize multiple projects effectively and carry out required project details throughout the year.
18. Perform other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Principles and practices of general management and supervision.
2. California Career Education and Strong Workforce Program initiatives.
3. California Education Code.
4. State and federal grant audit procedures.
5. Laws and regulations governing California community colleges.
6. District policies and procedures.
7. The mission and student population of California community colleges and the Coachella Valley.
8. Intent and application of student learning outcomes.
9. Teaching methods and techniques.
10. Methods and practices of managing budgets.
11. Procedures for accreditation.
12. Current practices in faculty and staff professional development.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, organize, direct, administer, review, and evaluate programs and services.
3. Lead, train, supervise, and evaluate assigned faculty and staff.
4. Work in the interests of the District as a whole.
5. Work productively in a shared governance setting.
6. Communicate effectively both orally and in writing with diverse internal and external stakeholders.
7. Establish and maintain cooperative and effective working relationships.
8. Interact with staff and students in planning and conducting public relations activities.
9. Manage major projects breaking them down into task definitions, task assignments, task completion measures and task follow up.
10. Create and maintain project budgets from overall financial plans through the use of computer-based spreadsheets.
11. Work closely and cooperatively with all regional and campus constituents including faculty, staff, administration, students, community members, media representatives.
12. Use interpersonal skills including tact, patience, and diplomacy.

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MINIMUM QUALIFICATIONS

The Desert Community College District has established the following hiring criteria for all educational administrative positions:

Minimum qualifications for service as an Educational Administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

WORKING CONDITIONS

Environment: District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; requires some evening and weekend responsibility; occasional travel to other locations to attend meetings or conduct work. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift (up to 20 pounds), 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, ability to communicate and provide information to others.

EMPLOYMENT STATUS

Educational Administrator

Leadership Salary Schedule

Range 9

Board Approval: October 20, 2017; March 20, 2026

Personnel Management Committee Review: February 26, 2026