

TREASURE VALLEY COMMUNITY COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

Dean of CTE

(Career, Technical and Professional Education)

PAY - \$85,000-\$95,000 (DOE)

JOB TYPE – Full-time

DEADLINE – First review 6-18-24

LOCATION - Ontario, Oregon

DEPARTMENT – CTE

REPORTS TO – VP Academic Affairs

The Dean of Career, Technical and Professional Education is responsible for strategic planning that supports the mission, vision, and strategic goals of the college. While providing leadership to and support of Career, Technical, and Professional Education programs, which includes, but is not limited to, Agriculture, Equine Science/Horse Production, Industrial Manufacturing, Natural Resources, Welding and other TVCC programs. The Dean may be assigned oversight and/or management of grants (e.g., Carl Perkins, US Department of Agriculture, US Department of Labor, SBDC, STEP, Career Pathways, etc.), or other credit or non-credit instructional programs or services (e.g., Workforce Training, Community Education, Small Business Development Center, Apprenticeship, Livestock Center, Rodeo, Cyber Security, Criminal Justice, Addiction Studies, etc.).

QUALIFICATIONS

MANDATORY: Master's degree in a related discipline (e.g., instruction, educational administration, public administration or a CTE program). Background in instruction, instructional research, and three years of progressive responsibility in college or high school administration experience in planning, management, and/or supervision of curriculum and instruction.

Requires excellent organizational, communication and interpersonal skills. Sensitivity to and acceptance of diverse cultures and individuals expected. Must be computer literate and open to the development and implementation of innovative delivery systems and enhanced teaching through advanced information technologies. Must be able to work a flexible schedule that may include evenings and weekends for monthly Board meetings, other meetings, and public relations events.

PREFERRED: Oregon teaching and/or administrative experience. Three years of teaching experience. Five years of progressively responsible college administrative experience. Knowledge of and experience in grants. Bilingual in English-Spanish preferred.

ESSENTIAL FUNCTIONS

- Participate in program planning, which includes responding to the needs of the community and industry partners, formulating, and updating program goals and objectives, determining future program viability, recommending how to allocate resources, and evaluating performance.
- Analyze and coordinate with Student Services, facilities, and the department chairs in developing the annual and quarterly schedule of classes and faculty assignments for program responsibility areas.
- Supervise, evaluate, and develop faculty in accordance with negotiated agreement, personnel policies and College policies and procedures.
- Maintain communications through administrative channels to and from faculty.
- Plan, coordinate and conduct appropriate meetings for areas of responsibility.
- Provide leadership and oversee accelerated college credit programs, which includes sponsored dual credit and CTE dual credit.
- Lead internal and external program reviews, collaborate on institutional effectiveness processes, accreditation, and other assessment activities in assigned areas.
- Coordinate articulation agreements through department chairs with colleges and universities in responsible areas.
- Support and encourage the collection and analysis of relevant course, program and institutional data as integral to the assessment of student learning.
- Support and collaborate on the development and implementation of institutional initiatives, such as Guided Pathways, Career Pathways Certificates of Completion (CPCC), and innovative recruitment and retention initiatives.
- Represent the College at off-campus community groups, business and industry, agencies, or individuals, as assigned.
- Assist the Vice President of Academic Affairs in the oversight, coordination, and facilitation of course schedule planning, faculty evaluation, faculty development, curriculum development, faculty/staff hiring and supervision, programmatic prioritization and reviews, budget development, fiscal monitoring, and other related administrative activities with and for the assigned program areas.
- Serve as a member of the Administrative Team (A-Team).
- Attend monthly Board of Education meetings.
- Collaborate on the yearly college catalog and its publication.
- Serves on college-wide committees and works with the Directors and Administrators in a team environment.
- Provide guidance and mentoring for advisory committees in assigned program areas.
- Serve as a member of the Academic Council and effectively communicate outcomes to other areas on campus.

- The Dean of Career, Technical, & Professional Education reports directly to the Vice President of Academic Affairs and may assume some duties of the Vice President in his/her absence.
- Assist in the exploration of and application for outside funding sources including grants and contracts applicable to areas of responsibility.
- Provide effective administration of all related college policies and collective bargaining agreements.
- Work with the Vice President of Student Affairs to coordinate student recruitment and retention efforts and enrollment management in accordance with the college's strategic plan.
- Provide guidance and mentoring for advisory committees in assigned program areas.
- Serves as a member of the Academic Council and effectively communicates outcomes to other areas on campus.

TERMS OF EMPLOYMENT

This is a full-time, Administrative, exempt position.

BENEFITS

Benefits include medical insurance for employee and eligible dependents, Oregon retirement plan as well as 160 hours of annual vacation leave, 16 hours of annual personal leave and 8 hours per month of sick leave accrual.

APPLICATION PROCEDURE

A complete application file consists of the following:

- A letter of interest stating how you are qualified to perform the duties of the position.
- A resume.
- College transcripts (copies are acceptable at this time)
- Minimum of two letters of reference.
- A TVCC application for employment. A pdf fillable application may be downloaded at www.tvcc.cc/hr/jobs.cfm
- If applicable, a completed DD Form 214 in order to establish veteran preference per OAR 839-006-0445 and OAR 839-006-0450(3)

APPLICATION SUBMISSION: All application materials should be submitted or mailed to: HR@tvcc.cc or Human Resources, Treasure Valley Community College, 650 College Boulevard, Ontario, OR 97914.

NOTE: If you are unable to supply any requested application information by the deadline, please notify the HR office, otherwise your application may be deemed incomplete and will not be considered further. Materials submitted with the application become the property of TVCC and will be retained in accordance with employment procedures. The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-5839. Persons having questions about or requests for special needs and accommodation should contact the **Disabilities Services Coordinator** at Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914. Telephone (541) 881-5812 or TDD (541) 881-2723. Contact should be made 72 hours in advance of the event.