



# Treasure Valley

COMMUNITY COLLEGE

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

## RECRUITMENT ANNOUNCEMENT

### DEAN OF CAREER, TECHNICAL AND PROFESSIONAL EDUCATION

**PAY** - \$92,700 PER YEAR

**JOB TYPE** - Full Time, Exempt

**DEADLINE** - Open until filled

**LOCATION** - Ontario, Oregon

**DEPARTMENT** - Academic Affairs

**REPORTS TO** - Vice President of Academic Affairs

**Come work for us!** Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employee's contributions to its success!

**A little about us...** TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

#### **POSITION SUMMARY**

**PURPOSE:** 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 will 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 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.
- 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 Services to coordinate student recruitment and retention efforts and enrollment management in accordance to 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.
- Other duties as assigned by the Vice President of Academic Affairs or President.

TVCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

- Display empathy and positive regard for others in written, verbal and non-verbal communications.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.
- Maintain proficiency as needed and approved by attending training, reading job-related materials, and meeting with others in area of responsibility.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.

#### PHYSICAL DEMANDS

- While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools or controls. The position requires mobility. Some physical exertion. Duties involve moving materials weighing up to 5 pounds on a regular basis and up to 25 pounds on an occasional basis. Manual dexterity and coordination are required

over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator, and similar machines.

#### **WORKING CONDITIONS**

- Usual office working conditions. The noise level in the work environment is typical of most office environments. Travel and evening and weekend hours are necessary to attend meetings, and public relations events.

#### **SUPERVISORY RESPONSIBILITY**

- Responsible for the overall direction and coordination of assigned departments.
- Responsible for annual performance evaluations and supervision of faculty and staff in assigned departments. Carries out other supervisory responsibilities in accordance with college policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **TERMS OF EMPLOYMENT**

This is a full-time, exempt position that is part of the TVCC administration.

#### **VETERANS PREFERENCE**

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

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#### **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 basis of race, color, sex, marital status, sexual orientation, gender identity, 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 non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.