



Job Description

Job Title:	Associate Dean	Grade:	N
Department:	College and Career Readiness	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position provides support to the Dean and the multiple activities of the College and Career Readiness (CCR) department including instructional operations, program quality, curriculum development, and grant proposals and implementation.

Characteristics Duties and Responsibilities:

1. Plans, initiates and manages activities of all CCR instructional programs including Foundational Skills, High School Equivalency, Adult High School, English as a Second Language, Pathways, Bridge to Careers, Math Sense, Special Learning Needs, EL Civics, Family Literacy, and any specific grant projects associated with CCR.
2. Implements strategies and processes to perform and assess outcome measures per state and federal guidelines for all CCR instructional programs.
3. Designs and oversees implementation of individualized career maps for all CCR students to assist them in transitioning to postsecondary education and/or employment.
4. Monitors budgets assigned to ten different instructional programs and grant budgets.
5. Leads and manages curriculum development for career contextualized instruction aligned to the national College and Career Readiness Standards and consistent with directives of the Workforce Innovation and Opportunity Act (WIOA).
6. Recommends, plans and implements career-focused programming for all CCR instructional divisions.
7. Recommends, plans and implements process for integrating career and academic advising into instructional programming.
8. Works collaboratively with CU, CCE, Charlotte Works, Vocational Rehabilitation, and other WIOA required partners in the design and delivery of instructional services consistent with WIOA directives.
9. Other duties as assigned.



Job Description

Job Title:	Associate Dean	Grade:	N
Department:	College and Career Readiness	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Reporting Relationships:

Direction Received:	Reports to Dean
Direction Given:	Management of the operation of a department or major function with activities typically coordinated through administrative personnel above the level of first line supervisors or through persons having mid to upper level management or professional responsibility

Minimum Requirements:

Master's Degree from a regionally accredited institution in an education discipline or a closely related field and a minimum of three years of experience in adult education/basic skills administration

Knowledge, Skills, Abilities, and Worker Characteristics:

- A proven ability to build and inspire effective and cohesive teams that advance strategic priorities
- In-depth knowledge of College and Career Readiness program including career pathways
- Knowledge of higher education administration including community college operations and policies
- Strong knowledge of budget development and management
- Excellent written and oral and interpersonal skills and a proven ability to handle competing demands
- A successful record of strategic planning and implementing change processes
- Ability to conduct research and evaluations
- Ability to supervise a diverse workforce
- A collaborative leadership style that can build consensus inside the department and with outside partners
- Knowledge of training theories and methodologies including distance learning, contextualized learning and integrated education and training

Working Conditions:

Typical Office Environment