



## Job Description

<b>Job Title:</b>	Dean College and Career Readiness	<b>Grade:</b>	DN
<b>Department:</b>	College and Career Readiness	<b>FLSA:</b>	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:**

Plans, organizes and directs the academic and administrative activities of Adult Basic Education, GED instruction, workplace basics and family literacy programs; coordinates with other college divisions and offices and collaborates with community agencies and groups to deliver instructional programs, facilitate leadership, and generally improve communities in Charlotte Mecklenburg.

### **Characteristic Duties and Responsibilities:**

1. Manages operational activities for assigned program areas including budgets and personnel.
2. Develops strategies and plans for instruction, recruitment of students, and community agencies collaboration.
3. Participates in marketing of instructional programs, career fairs and conferences.
4. Develops and serves on a variety of ad hoc committees and task forces.
5. Participates in the development, planning, recommendation, implementation, and administration of goals and objectives, as well as policies and procedures for assigned program areas.
6. Develops and recommends new or modified programs, courses, policies, and procedures; participants in monitoring, overseeing and coordinating the development of instructional courses and programs.
7. Develops, monitors, reviews, recommends for approval the use of course outlines, materials, textbooks and stays abreast of new development on instructional techniques and methods.
8. Recruits, selects, and evaluates part-time faculty; establishes and monitors employee performance objectives and presents; provides and/or coordinates staff training.
9. Counsels, advises students on instructional, administrative and grievance matters; reviews and recommends approval of student petitions.
10. Participates in the development and administration of budgets. Monitors and manages expenditures. forecasts and recommends additional funds for staffing, equipment, material and supplies.
11. Participates in overseeing and coordinating administrative operations within Community Development and other instructional divisions and outside agencies and organizations; recommends and implements policies and procedures; confers with and provide staff assistance and advice to higher level management staff on instructional and administrative matters.
12. Ensures state and federal performance measure reports are submitted correctly and timely. Analyzes reports and makes recommendations based on findings as needed.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. July 2012



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13. Plans, organizes and coordinate volunteer initiatives, donations to programs within the Community development.
14. Acts as College representative for the Charlotte-Mecklenburg Resolves II and Adult Services network.
15. Other duties as assigned.

### **Reporting Relationships:**

**Direction Received:** Reports to the Associate Vice President for Learning

**Direction Given:** Management of the operation of a function within a major unit with activities coordinated through administrative, professional personnel and supervisors

### **Minimum Requirements:**

Master's Degree from a regionally accredited institution and 6 years of increasingly responsible experience in administration and management, preferably in a community college setting

### **Knowledge, Skills, Abilities and Worker Characteristics:**

Understanding of budget principles and procedures  
Knowledge of institutional policies  
Knowledge of programs and services offered at the college  
Ability to formulate strategies, goals and implementation plans  
Ability to develop curricula  
Ability to analyze and solve problems  
Excellent oral and written communication skills  
Excellent organizational and presentation skills  
Ability to conduct statistical research and evaluation  
Leadership skills  
Ability to work with individuals from diverse backgrounds



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### **Working Conditions:**

Typical office environment