

Dean of Career & Technical Education Position Description

The Dean of Career & Technical Education reports to the Vice-President of Instructional Services for Career and Technical instructional planning, functions, processes, practices, and activities. Primary responsibilities include:

The Dean of Career & Technical Education (CTE) will:

- provide leadership, critical thinking, problem solving, and oversight for day-to-day CTE instructional functions, processes, practices, and activities for all Vernon College campuses.
- work cooperatively with the various components and departments of Vernon College to ensure the needs of students, communities, and employees are met.
- provide oversight of CTE courses, departments, faculty development, as well as faculty and program evaluation.
- provide leadership and have day to day responsibility for Vernon College distance learning initiatives including Acadeum, online, TEAMS, ITV and other virtual modalities
- work with all components of Vernon College to ensure quality online course offerings including evaluation of courses and online faculty.
- coordinate with the dual credit coordinator, ISD contacts, and others to implement robust CTE dual credit offerings
- provide leadership to course revisions, catalog changes, academic policy, and necessary THECB related functions and processes

Additional specific responsibilities include, but are not limited to:

Leadership

- Promote Vernon College and provide leadership in the college service area by being involved and visible, especially in Wichita Falls.
- Provides leadership and supervision to CTE division chairpersons, departments, faculty, and component staff personnel.
- Provides leadership, in concert with the division chairpersons, and faculty for the recruitment and retention of full-time, part-time, and adjunct faculty, as well as staff personnel supporting the component
- Provides leadership and supervises curriculum planning and revision.
- Provides leadership to instructional load and listing each semester.
- Provides leadership for the assimilation, management, and use of College data for instructional/institutional research and program improvement.
- Provides input in the formation and interpretation of federal, state, and College policies affecting the instructional component.
- Facilitates adherence to all policies and procedures under the focus of the instructional component.
- Work with division chairpersons to develop course schedules.

- Provides leadership regarding AAS degrees, Certificates of Completion, Occupational Skills Awards (OSA), and Institutional Credential Leading to Licensure/Certification (ICLC) and program curriculum changes.
- Provides leadership and participates in the institutional committee structure.
- Participates in professional organizations and professional development opportunities.
- Provides leadership for distance learning, including ITV, online learning, TEAMS, virtual learning, and other instructional modalities. This also includes training of instructors and evaluation of courses.
- Provides leadership for CTE curriculum and assessment functions
- Submits approved CTE curriculum changes through THECB portal in compliance with CTE guidelines and WECM
- Provides leadership to ensure SACSCOC compliance
- Ensures CTE faculty credentials are recorded in Faculty Success.
- Provides leadership that expresses the inherent worth of each employee at the College and to the education process.
- Provides leadership to the CTE instructional units consistent with the mission, values, and purpose of the College.
- Provides leadership to enhance CTE initiatives.
- Research and propose new CTE program offerings.
- Ensures effective due process for student CTE grievances.
- Serves on Program Evaluation subcommittee.
- Provides leadership to promote a collegial atmosphere on all Vernon College campuses, centers, sites, and locations.
- Assist VP of Instructional Services with budget planning and equipment needs
- Work with 4-year universities to create successful pathways and articulation agreements.
- Assist VP of Instructional Services with the development of the academic calendar.
- Seek out and write grants that pertain to the component.
- Act as ex-officio member of all Career & Technical Education/Continuing Education advisory committees including the oversight of meetings, agendas, and minutes.
- Serve as Perkins grant administrator regarding yearly functions and audits.
- Assist VP of Instructional Services with annual plan.
- Provide leadership regarding CTE/CE program handbooks.
- Assist with Instructional Testing center.
- Assist VP of Instructional Services with College Catalog, Student Handbook, and Employee Handbook edits.
- Compile Verification of Workplace Competencies for CTE/CE programs.
- Oversee process regarding WIOA costs for programs and submission.
- Oversee ISD contract process regarding embedded CTE/CE instructors.
- Direct oversight of the following programs:
 - Emergency Management Services
 - Pharmacy Technician
 - Dental Assisting

- Surgical Technology
- Cosmetology
- Barber
- Continuing Education

Communication:

- Maintains effective communication in the CTE area among all units of the local College, Texas community colleges, the Texas Higher Education Coordinating Board, other educational institutions, and the community at large.
- Maintains open communication channels with other institutional leaders (e.g., convene regular meetings with VP of instruction, division chairpersons, faculty, and other instructional personnel).
- Ensures the instructional component works closely with area high school superintendents, principals, and counselors to ensure that Vernon College is meeting their students' needs especially those in dual credit enrollment.
- Represents Vernon College in public relations activities, in recruiting activities, in professional meetings, and in other community events.

Additional duties and responsibilities

- Commitment to team leadership and ability to work effectively and collaboratively as a member of a team.
- People skills that promote assistance, respect for inquiry, and a caring attitude.
- Commitment to the community college mission and assisting students and faculty to fulfill that mission.
- Demonstrated computer skills
- Ability to handle multiple tasks, work independently, and take initiatives.
- Interpersonal and communication skills (written and verbal) that promotes understanding, ethics, thinking, and growth as it strengthens collegial working relationships and respectfulness for ideas, opinions, and others.
- Demonstrated personal and professional integrity attributes and commitment.
- Assumes additional responsibilities, performs special projects, and assists with other duties as needed or requested.
- Exhibits a focus on student success in performance of all job duties.
- Treats all others with respect; understands the impact of culture/background on the behavior of others; respects differences among the Life community and demonstrates inclusive behavior.
- Anticipates, listens to, understands, and responds to student and employee needs
- Delivers work products and services to students and employees in a way that reflects positively upon the College.

College-Wide:

- Seeks and implements activities, services, and programs which assure that Vernon College is a vibrant contributor to the quality of life of the college's service area.

- Treats all who choose to use the College's resources with dignity.
- Challenges all learners to maximize their potential.
- Implements systems whereby all learners are given the opportunity to accept the challenges and responsibilities for learning and growing as students and citizens.
- Promotes and assists in the development of a College environment of respect, dignity, and cooperation where ideas, questioning and the continued pursuit of self-development are valued as means toward learning and growth.