



JOB DESCRIPTION

JOB TITLE: Dean of Technical and Professional Education	FLSA: Exempt
Department	Date: 5/19/2015
Security Sensitive: Yes	Grade: D-63
Reports To: Vice President of Instruction	

Job Summary

Under the supervision of the Vice President of Instruction, the Dean of Technical and Professional Education has overall operational responsibility for the management and supervision of all technical and professional education, including occupational, adult, continuing education, and workforce education programs.

Essential Functions

- Develops new technical and professional education programs;
- Formulates and recommends policy on matters relating to the development and expansion of the technical programs, and works to evaluate and monitor progress towards achieving the goals and objectives for technical and professional education;
- Supervises the evaluation of all technical and professional education programs;
- Provides administrative supervision for the development, implementation and evaluation of technical education and industrial start-up programs of the College;
- Maintains continuous evaluation of the economic feasibility of technical and professional education curricula to ensure that only those programs with appropriate priority in terms of need and demand are continued;
- Assumes a major leadership role of all Health Science Programs and serves as the College liaison to UTMB and other health related institutions and health service providers;
- Serves as a liaison with outside agencies, community organizations, and community employers;
- Works with business and industry to determine community work force needs and to develop and provide appropriate training opportunities;
- Develops outcomes based criteria that demonstrate skills-based enhancement and cost effectiveness for all technical and professional education programs;
- Coordinates and monitors the scheduling of technical and professional education classes, workloads, use of facilities, equipment;
- Serves as the technical education liaison / contact to the Texas Higher Education Coordinating Board (THECB) for Galveston College;
- Ensures compliance with THECB guidelines, accreditation requirements, licensure requirements, as well as other state and federal guidelines and regulations;
- Serve as the Perkins Contact for GC and manages all Perkins grant funds, as appropriate;

- Writes grant proposals, as appropriate, for the purpose of funding special, new, and innovative instructional programs;
- Assist the Vice President of Instruction, as necessary and appropriate, in the supervision of all Division Directors and Program Coordinators;
- Evaluates and monitors progress to achieve program goals and objectives;
- Works closely with faculty members in the formulation, justification, development, and revision of courses and curricula;
- Works closely with faculty members on the development and assessment of student learning outcomes and other institutional effectiveness measures;
- Provides leadership for engaging faculty and staff participation in support of college-wide educational priorities, including but not limited to, program development, program review and evaluation, curriculum and articulation initiatives, assessment of student learning outcomes, and other College initiatives;
- Assumes a major role in the recruitment, selection, direction, and evaluation of all full- and part-time instructional and non-instructional staff in technical and professional education program areas;
- Assumes a major role in the evaluation of instruction and of all technical and professional education programs;
- Assumes a major role in faculty development and evaluation;
- Participates and supervises the preparation and recommendation of detailed budgets, with cost estimates, for functions supervised. Establishes and maintains budgetary control of functions supervised;
- Assists with Institutional Research and Institutional Effectiveness, as appropriate, and works with the development and evaluation of student learning outcomes;
- Develops and implements procedures for providing information to the Vice-President of Instruction and the President concerning educational plans (including curriculum goals and objectives, activities, and needs), instructional staffing plans, and other information (such as class size reports, teacher work loads, grade distributions, program cost analysis, etc.), as appropriate, concerning the areas supervised;
- Remains current through a program of professional development;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs all other duties as assigned.

Minimum Education, Skills and Ability

- A Master's Degree in a teaching discipline, education, educational administration/management, counseling/student services, or a closely related field and five years of college-level teaching and/or instructional management experience OR any equivalent combination of education and/or experience;
- Experience with technical programs and in meeting the needs of business and industry, particularly in the Health Science areas;
- Demonstrated ability to develop and implement new programs to serve the needs of business and industry and the needs of the community;
- Skills in establishing and maintaining effective working relationships with faculty, staff, other departments, students, and the public;
- Skill in presenting ideas and concepts orally and in writing;

- Ability to manage multiple projects and inspire others to achieve the objectives;
- Ability to work within an open and team environment using collaborative approaches;
- Ability to focus faculty and staff toward student learning;
- Ability to develop technical courses and training opportunities and to implement various learning opportunities at the College and in the community;
- Ability to commit to establishing, maintaining, and assessing collaborative educational and service programs; and,
- Ability to foster college-wide partnerships to promote quality in education.

Work Environment

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions. Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

Special Requirements

- Availability to occasionally work or meet in the evenings and/or on weekends;
- Ability to travel in and out-of-state as well as locally to participate in meetings, conferences, and other activities related to the operation of the instructional program;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date