

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	

- 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 recruit9olrecnef4.6(os)-2.3(e)9.2(1<n9(at)8.3(i)-2.6(o)2(n)2(,)6(u)10.)28.3(i)8-2(r)8<ærtivn7((10su6(n)12ch2(,)as es;)]-29.61.1 0 -1.140 [4cl(ecn74.)2(s)108 siec(nep6(n)12o)11.28tes, tec,e.28Ar

- 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;
-