



JOB TITLE: DEAN OF WORKFORCE PROGRAMS & CAREER PATHWAYS

Classification: Educational Administrator Retirement Type: STRS*
Salary Range: 16 Board Approved: December 18, 2023

BASIC FUNCTION:

Under the supervision of an assigned administrator, the Dean of Workforce Programs & Career Pathways manages career placement efforts and workforce development activities for students. The Dean connects academic programs to workforce opportunities and oversees related programs and funding sources (e.g., Strong Workforce, Regional Funds, Guided Pathways, and the Los Angeles Education Partnership.) The purpose of the position is to enhance the educational experience of students, to create meaningful and impactful career pathways, and to seamlessly transition students from education into the workforce while also supporting institutional goals.

***** THIS POSITION IS CONTINGENT UPON GRANT FUNDING. *****

REPRESENTATIVE DUTIES:

Oversees and manages career technical education programs (e.g., Strong Workforce). Ensures that career technical education programs are aligned with the needs of the regional workforce. Collaborates with industry partners to identify skill gaps and works with faculty to develop relevant curriculum.

Works with other administrators, faculty, and staff to ensure that career pathways are clearly defined for students. Provides guidance on course sequencing, academic advising, and co-curricular support services.

Coordinates and manages regional funding sources that support workforce development (e.g., regional grants and resources that promote industry-specific training and placement programs.)

Oversees the implementation of career-related programs (e.g., Los Angeles Education Partnership or LAEP) which offer students opportunities to gain work experience while earning money to offset educational costs. Collaborates with employers and ensures that eligible students are effectively matched with suitable employment opportunities.

Manages the distribution of program funds to maximize benefits for students. Determines compensation limits, payment arrangements, and ensures students are paid at comparable rates relative to similar positions within the employing organization.

Collaborates with the Financial Aid Office to establish eligibility criteria and manage the student participation process for career-related programs (e.g., LAEP). Ensures that student enrollment status, residency, academic progress, financial need, and work eligibility are reviewed and accounted for as part of the eligibility process for career-related programs. Gives priority to

underrepresented students, including first-generation college students, former foster youth, homeless or at-risk students, and those majoring in STEM disciplines.

Engages with potential employers, including corporations, nonsectarian organizations, research centers, public schools, and others. Collaborates with employers to identify and create learning-aligned employment opportunities for students, ensuring that on-the-job experiences are meaningful and relevant.

Expands opportunities for students by establishing strategic partnerships (such as with the South Bay Workforce Investment Board.) Focuses on partnerships that identify employment opportunities specifically related to student meta-majors and partnerships that support equity groups (e.g., veterans, formerly incarcerated individuals, foster youth, single-parent households, low-income families, etc.) Offers meaningful and targeted career pathways that promote equity and inclusion.

Manages personnel who work in the Career Center. Ensures that Career Center personnel offer job search resources for students including resume writing workshops, interview preparation coaching sessions, and consistent support on career and major preparation (e.g., utilization of the Guided Pathways framework.)

Ensures that participating employers adhere to program guidelines and do not displace existing workers or impair existing contracts for services. Develops and maintains written agreements with employers and provides reasonable supervision for each student participant.

Performs other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree and one (1) year of formal training, internship, or leadership experience related to workforce programs or career pathways for college students.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of planning and reviewing budgets.

Knowledge of grant management techniques, data collection, and grant reporting.

Knowledge of budget preparation and financial planning.

Expertise in managing an economic development program or related department.

Expertise in program development, management, and evaluation.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disabilities, and ethnic backgrounds of community college students and employees.

Abilities/Skills:

Ability to communicate clearly both orally and in writing.

Ability to establish and maintain effective relationships with community leaders, businesses, industries, local and state officials, regional K-12 school districts, and other educational institutions.

Ability to work collegially and collaboratively with diverse constituencies, both internal and external to the College; demonstrates tact, patience, and courteousness.

Ability to utilize Microsoft Office Suite, virtual meeting platforms, and other related computer programs at a proficient level.

Ability to track progress towards identified outcomes through quantitative and qualitative methods and use data to monitor and improve program operations.

Ability to maintain awareness of workforce development trends and innovative practices being implemented in industry and higher education.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to consistently meet schedules, timelines, deliverables, and established deadlines.

Licenses or Other Requirements:

Valid California driver's license.

WORKING CONDITIONS:

May be required to drive to off-site locational periodically.

Must be able to move from one work area to another.

Hand, wrist, and finger dexterity needed to operate various office machines.

Some evening hours or overnight travel may be required.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.