

COMPTON COMMUNITY COLLEGE DISTRICT



DEAN OF ADULT EDUCATION AND WORKFORCE DEVELOPMENT

FLSA: EXEMPT

POSITION DESCRIPTION:

Under the direction of the Vice President of Academic Affairs, the Dean of Adult Education and Workforce Development has the responsibility, coordination, and oversight of college efforts for the planning, development, implementation and evaluation of Carl D. Perkins Career and Technical Education Act (Perkins V), Strong Workforce Program, California Adult Education Program, and other categorical or grant funded programs. The Dean is responsible for program budget development and monitoring and assuring compliance with a variety of applicable laws, rules, regulations and requirements related to community college instruction. The Dean will direct and provide leadership and vision for workforce and career development and adult education, including grant development, management and oversight, job placement, internship and apprenticeships, and work-based learning opportunities. The Dean will coordinate with select instructional programs and support services at Compton College that meet the educational and training needs of students and adult learners and help them transition successfully to post- secondary education and the workforce.

ESSENTIAL DUTIES/FUNCTIONS:

- Provide vision and leadership for the development of workforce development efforts.
- Collaborate with faculty, staff, and administration to develop and assess programs aligned with accreditation, industry standards, and student career goals that lead to high-wage, high-employment jobs.
- Cultivate partnerships with business, industry, and community organizations to enhance program relevance and expand training opportunities.
- Develop policies and procedures for adult education and workforce development offerings that align with existing College priorities, policies, procedures and grant requirements.
- Manage state and federally funded projects, including Strong Workforce, Perkins, and Adult Education, by preparing, managing, and reporting project budgets and expenditures as assigned and maintaining accurate records and audit trails.
- Develop and oversee program budgets to ensure efficient and effective use of resources.
- Oversee the full grant lifecycle for adult education and workforce development funding (public and private), from planning and implementation through reporting and evaluation.
- Manage the High School Articulation process in collaboration with appropriate areas in the Student Services division.
- Lead apprenticeship program administration, including employer and labor partnership development, compliance with applicable apprenticeship regulations, coordination of apprenticeship standards, apprentice recruitment and placement, and ongoing monitoring of apprentice progress and completion outcomes.
- Supervise and coordinate work-based learning activities, including the Work Experience classes.
- Coordinate and lead Compton College Strong Workforce and Adult Education Workgroup meetings and facilitate the group's planning, implementation, assessment, and reporting activities.
- Maintain and strengthen Career Technical Education (CTE) advisory committees by coordinating

membership and meetings, ensuring industry representation, documenting recommendations, and using employer input to inform program and department improvements.

- Collaborate with internal College partners, such as the Business Office, Admissions & Records, Academic Affairs, Student Services, and the Guided Pathways and Student Success Committee; work closely with the College Pathways Coordinator, Job Placement Specialists, Apprenticeship Specialists, K-12 Regional Pathways Coordinator, ESL faculty, CTE faculty, and Tri City Adult Education Consortium staff.
- Collaborate with external partners, including adult schools, Los Angeles County Office of Education, community agencies, non-profit organizations, employers, industry associations, and others, including the Tri City Adult Education Consortium.
- Assist in the implementation of Adult Dual Enrollment.
- Logistical oversight of the College's adult education and workforce development programs, courses, and events, such as scheduling, securing facilities, purchasing materials/supplies and equipment, maintaining and updating the webpage, maintaining records, etc.
- Create and process special project agreements and other contracts and agreements with faculty, partners, and vendors according to District policies and procedures.
- Collaborate in planning and coordinating professional development opportunities for faculty, staff, and administrators regarding adult education and workforce development, including work-based learning, internships, and apprenticeships.
- Collaborate with faculty and student services staff on Credit for Prior Learning.
- Plan and oversee marketing and recruitment for adult education programs, using data-informed strategies to increase enrollment, persistence, and equitable access.
- Monitor registration for adult education programming to ensure timely access, accurate placement, and a positive student onboarding experience.
- Ensure that adequate student support services are available for and accessed by adult students.
- Track, collect, and monitor student data and outcomes, including student enrollment, progress, and completion for adult education and workforce development programs.
- Research and analyze regional adult education needs, industry needs, labor market information, and economic and workforce development trends.
- Supervise and evaluate the performance of assigned staff.
- Develop knowledge of best practices and successful program models in adult education, workforce development, and career technical education pedagogy, as well as curriculum and program development methods.
- Ensure compliance with California Community Colleges shared governance and collegial consultation requirements by engaging appropriate constituent groups in decision-making related to adult education, workforce development, and career education initiatives.
- Represent the District's adult education and workforce development initiatives at select committee/council/board meetings, conferences, and other events (internal and external); give presentations and produce reports for various stakeholders.
- Serve as a liaison with advisory boards, regional consortia, and governmental agencies.
- Perform a variety of office work in support of assigned projects, research, and programs; maintain programmatic and financial records; operate and maintain a variety of office equipment; drive a vehicle to conduct work.
- Perform related duties as required or assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current adult education, career and workforce development trends, initiatives, resources, strategies, models, and best practices.

- Student assessment and placement practices, methods, and tools in adult education, higher education, and workforce development contexts.
- Community college curricula and curriculum development processes.
- Principles, practices, and methods of management and program planning, implementation, and evaluation.
- Procedures for planning, implementing, and maintaining programs and related activities.
- Educational, cultural, age-specific, and social needs of the community.
- Principles, practices, and techniques of effectively dealing with the public and public relations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the assigned area of responsibility.
- Interpreting and enforcing classified bargaining contracts.
- Preparation of grant proposals, contracts and subcontracts.
- Applicable accreditation or certification standards related to career education and workforce development programs.
- Recent developments in workforce development, work-based learning, apprenticeships, and return on investment.
- Development, implementation, and assessment of student learning outcomes.
- Effective outreach, recruitment, public relations, and marketing methods.
- Various types of instruction at the community college level: credit, noncredit, not-for-credit, community education, contract education, and academic support services.

ABILITY TO:

- Be sensitive to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of the District.
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs.
- Explain, demonstrate, facilitate, and model the essential functions of the job to ensure quality adult education and workforce development.
- Design, develop, promote, implement, and evaluate programs and services effectively collaborate with faculty and staff to identify student needs, develop plans to address those needs, and develop relevant content/curriculum and content delivery methods.
- Assess programs and services for reporting and improvement purposes.
- Conduct research, collect and analyze data, and prepare comprehensive and relevant reports, including narrative and statistical reports.
- Develop and maintain budgets, monitor expenditures and utilize resources effectively, and produce accurate fiscal reports.
- Be an effective leader and collaborator with excellent interpersonal skills and the ability to inspire, motivate, and work with others toward achievement of common goals.
- Work effectively with representatives of educational agencies, business, government, and the community-at-large in the identification, development, and implementation of adult education and workforce development programs.
- Facilitate collaborative planning and decision-making processes, building consensus among diverse stakeholders through inclusive engagement and effective meeting leadership.
- Address and resolve complex issues and complaints using sound judgment, effective problem-solving, and respectful communication while maintaining confidentiality.
- Create and deliver informative and influential presentations, analyze situations accurately, and adopt effective courses of action.
- Interpret and apply rules, regulations, policies, and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with internal and external partners.

- Use judicious and independent judgment within general policy, procedural, and legal guidelines.
- Maintain confidentiality of privileged or sensitive information
- Plan, organize, and complete assignments with little supervision.
- Effectively supervise personnel and create a positive and productive work environment.
- Use common office technology tools and software, online survey applications, audio/video equipment.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.

EDUCATION AND EXPERIENCE:

- Master's degree from an accredited college or university in a discipline related to area of assignment.
- One year of formal training and leadership experience reasonably related to this position, preferably in the administration/coordination of adult education, workforce development, or CTE/occupational education programs.
- Evidence of responsiveness to and understanding of the racial, socioeconomic, academic, and cultural diversity within student populations, including students with disabilities, as these factors relate to the need for equity-minded practices.

DESIRABLE:

The successful candidate should have particular experience in or aptitude for one or more of the following: creating adult career pathways; experiential learning or internship program coordination; demonstrated equity-minded leadership in adult education and workforce programming; teaching experience, preferably in adult education, higher education, high school equivalency, or basic skills courses; workforce or career development programming or job placement services; curriculum development; higher education administration; project and grant management.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

Work Environment

Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.