POSITION PROFILE
Under the direction of the Dean of Workforce Development, the Associate Dean of Career and Technical Education is responsible for providing administrative leadership in the development of credit/non-credit Career and Technical Education certificate and degree programs, contract education and international training activities that address the needs of global businesses and emerging industries. This position will ensure SMC has a strong public image from the development/deployment of state of the art skill development courses and customized training plans that lead to the creation of new/expanded CTE programs.

REPRESENTATIVE DUTIES
The Associate Dean, Career and Technical Education will manage and coordinate the development and execution of a variety of projects related to Career and Technical Education;

- Work with academic departments and Academic Senate Committees to ensure the provision of quality CTE education and service;
- Provide leadership in local and state curriculum approval process;
- Establish partnerships with regional trade associations, economic development agencies, and business/industry to identify emerging skills and hiring trends;
- Represent SMC in local/regional consortiums relative to vocational education (i.e., Regional Orange Los Angeles County Consortium/LOWDL);
- Work with local/regional/global businesses to determine skill and hiring trends;
- Position the college for local/regional/global contract education strategies;
- Develop/implement an evaluation method to assure the highest quality in contract and Career and Technical Education Services;
- Participate in the procurement and distribution of Vocational and Technical Education Act (VTEA) funds and CTE grant funds;
- Ensure adequate accountability and expenditure of VTEA and CTE grant funds;
- Research the necessary skills needed for emerging job classifications which are prominent throughout the Westside;
- Broader the college’s vocational/CTE-related credit program courses and participate in the creation of a non-credit vocational education menu;
- Broader the awareness of local, state, federal legislators and policy-makers on the college's educational service and ability to meet business/industry trends;
- Work with youth organizations to develop learning activities that have career pathways and promote continuing education;

- Assist in the creation of program budgets, coordinating with other departments or agencies to ensure the full accountability of training-related activity records, reports and inventories;
- Assist in the development and submission of special projects;
- Provide leadership for assigned Project Managers and Customized Training staff in order to ensure the deployment of a full array of educational/training service;
- Continually build upon the network of resources to meet the expansion and enhance strategies of the Workforce Development Department;
- Participate in state/national/international activities that promote economic development and provide assistance in the creation of high quality and innovative training approaches;
- Assist in the selection of departmental staff, delegating supervising and evaluating staff performance according to department strategies and policies;
- Participate in hosting roundtable discussions with other educational agencies and the employment/training system to ensure continuous access of information relative to funding and CTE training trends;
- Conduct presentations about the college’s programs in order to expand awareness of CTE course offerings and support for the Workforce Development Department in its quest to deliver quality education services;
- Promote lifelong learning and the continued pursuit of skills and knowledge;

EDUCATION/EXPERIENCE
Master’s degree or equivalent from an accredited institution and 3 years administrative experience;

- Evidence of sensitivity to and understanding of the socio-economic, academic, cultural and ethnic diversity within the community college student population, including students with physical and/or learning disabilities as these factors relate to differences in learning styles.

QUALIFICATIONS
Proven ability to establish partnerships with local/regional business and industry leaders;

- Proven ability to form alliances with local/city/state/federal government officials;
- Strong understanding of business development including entrepreneurial services;
- Demonstrated ability to communicate effectively with administrators, faculty, staff, international students, and the public;
- Knowledge of supervisory principles and practices.

INFORMATION/BENEFITS
- 12 month management position
- 24 paid vacation days
- 12 paid ill days
- Fully paid medical, dental and vision care coverage for the employee and dependents
- $50,000 Life insurance for employee
- STRS (State Teachers Retirement System) or PERS (Public Employees Retirement System if pre-qualified).

COMPENSATION
$121,064 - $140,346 Commensurate upon qualifications and experience.

CONDITIONS OF EMPLOYMENT
Appointment subject to verification of official transcripts, current or previous employment, tuberculosis exam, and fingerprint clearance. Selected candidate must provide identification and work authorization.

APPLICATION PROCESS AND REQUIRED MATERIALS
- A completed District application
- A cover letter which outlines education and experience relevant to the duties and responsibilities of the position
- A detailed resume of professional experience or placement file

If the placement file from graduate institution contains three (3) letters of reference which are less than three (3) years old, further letters of reference are not necessary
- Three (3) letters from persons having first-hand knowledge of the candidate’s professional qualifications, character, etc.;
- Copies of transcripts (need not be official).
- Equal Opportunity Survey - optional

APPLICATION ADDRESS
Request a district application: (310) 434-4336 (24 hr. employment information), or visit the website at www.smc.edu.
Submit district application and materials: Office of Human Resources Santa Monica Community College District 1900 Pico Boulevard Santa Monica, California 90405
If applying in person, submit application and materials to:
Office of Human Resources Santa Monica Community College District 2714 Pico Boulevard, Suite 210 Santa Monica, California 90405
The Santa Monica Community College District will not accept FAXED applications and will not fax applications to applicants. Resumes will not be accepted in lieu of the district application. E-Mail letters of reference will not be accepted.

Please note: It is the applicant’s responsibility to ensure that all application materials are received on or before the closing date.

All materials included in your application are considered for this position only (all materials may be photocopied). The district application and all supporting documentation including original documentation and any photocopies become the sole property of the Santa Monica Community College District and are not returned.

**SELECTION PROCESS**

The selection process shall include the following steps:

(a) A screening/evaluation committee will review application materials to determine minimum qualifications for the position are met;

(b) A pool of qualifying candidates will be invited to an initial interview with the selection committee at the Santa Monica Community College District’s main campus or one of its satellite campuses;

(c) Upon completion of initial interview process, the selection committee will recommend candidates for final interview with the Superintendent/President who will recommend a candidate for appointment by the Board of Trustees. (One year contract from a mutually agreed upon start date).

Applicants will be notified by letter of their status as the committee progresses through the hiring process. Candidates who are selected for a final interview with the Superintendent/President should not expect official notification of the status of candidacy until the Board of Trustees has acted upon the Superintendent/President’s recommendation.

All travel costs related to an initial interview will be borne by the candidate. Only ½ of the airfare cost to the Superintendent/President’s interview will be borne by the college.

The Santa Monica Community College District reserves the right to contact the current or most recent employer of any candidate and to investigate past employment records.

The Santa Monica Community College District reserves the right to re-advertise the position or to delay filling the position indefinitely if it is deemed that applicants for the position do not constitute an adequate applicant pool.

**Accommodation:** Candidates with legally defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources by the deadline date. Candidates may be required to supply documentation supporting the need for the accommodation when the request is made.

For Santa Monica Community College Campuses & Program Sites please go to the website below:

http://www.smc.edu/campusmap/default.htm

For Airport, Hotel and traveling information please go to the Santa Monica Convention and Visitor Bureau website below:

http://www.santamonica.com

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**THE DISTRICT**

The Santa Monica Community College District is a 37+ acre campus with 5 satellite locations situated in the city of Santa Monica, which is located in the western part of Los Angeles County. The college provides excellent academic and vocational programs and counseling services to an ethnically diverse student population of 32,000.

The Santa Monica Community College District has an annual budget of $120 million, approximately 1200 permanent and full-time faculty members and classified employees.

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**OUR VISION, MISSION & GOALS**

Santa Monica College:

Changing Lives Through Excellence In Education

Santa Monica College strives to create a learning environment that both challenges students and supports them in achieving their educational goals. Students learn to contribute to the global community as they develop an understanding of their personal relationship to the world’s social, cultural, political, economic, technological, and natural environments.

To fulfill this mission, the College provides open and affordable access to high quality associate degree and certificate of achievement programs. These programs prepare students for successful careers, develop college-level skills, enable transfer to universities, and foster a personal commitment to lifelong learning.

Santa Monica College serves the world's diverse communities by offering educational opportunities which embrace the exchange of ideas in an open, caring community of learners and which recognize the critical importance of each individual's contribution to the achievement of the college's vision.

Santa Monica College will be a leader and innovator in student learning and achievement. Santa Monica College will prepare and empower students to excel in their academic and professional pursuits or lifelong success in an evolving global environment.

As a community committed to open inquiry that encourages dialog and the free exchange of ideas, Santa Monica College will serve as a model for students in the practice of its core values: intellectual inquiry, research-based planning and evaluation, democratic processes, communication and collegiality, global awareness, and sustainability.

Santa Monica College students will:

- Acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives;
- Obtain the knowledge and skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions, and solve problems;
- Respect the inter-relatedness of the global human environment, engage with diverse peoples, acknowledge the significance of their daily actions relative to broader issues and events;
- Assume responsibility for their own impact on the earth by living a sustainable and ethical life style.

**APPLICATION DEADLINE**

**OPEN UNTIL FILLED**

First Review September 1, 2008

**POSITION ANNOUNCEMENT**

Full-Time/Administrative

**ASSOCIATE DEAN, CAREER & TECHNICAL EDUCATION**

$121,064 - $140,346

**APPLICATION**

Re: A faculty position in the Associate Degree Program

Please send all materials to:

Dr. Chui Tsang
Superintendent/President

Santa Monica Community College District

1450 4th Street
Santa Monica, CA 90402

Accommodation: Candidates with legally defined disabilities may request reasonable accommodation in the interview and the selection process by notifying the Office of Human Resources by the deadline date. Candidates may be required to supply documentation supporting the need for the accommodation when the request is made.

Equal Opportunity, Title IX, Employer of the Disabled

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HTU
http://www.smc.edu/campusmap/default.htm

UTH
http://www.santamonica.com

Dr. Chui Tsang, Superintendent/President

Rev 7/23/08