

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Associate Dean of Career and Technical Education – Rangely Campus

DEPARTMENT: Instruction

REPORTS TO: CNCC Dean of Career and Technical Education

SUPERVISES: CTE Faculty / Work-Studies / Adjunct CTE Faculty

FLSA: FACULTY X APT COACH

DOCUMENT STATUS: New/Date: 4/20/2022 Revision # 1 Date: 6/17/2022

TRAVEL: Occasional travel will be required

COLLEGE-WIDE: X CAMPUS X RANGELY CRAIG

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

SUMMARY OF POSITION:

This position will be responsible for assisting the CNCC Dean of Career and Technical Education by helping to administer and supervise Career & Technical Education (CTE) Programs on the Rangely Campus. They will also ensure high levels of service to students, efficiency and effectiveness in use of instructional resources, and high standards of instructional quality. This position will also be expected to participate as a member of the CNCC Dean's Council.

PRIMARY DUTIES:

Reporting directly to the CNCC Dean of Career and Technical Education, the Associate Dean of CTE for the Rangely Campus:

- Supervise and provide leadership in the areas of credit bearing curriculum and instructional objectives within the departments and programs supervised (Specifically: Agriculture, Aviation Maintenance, National Parks Service).
- Assisting the Dean of CTE in the evaluation of academic and administrative staff within the division.

- Recommending the employment of personnel to be employed within the division and the programs under their supervision.
- Supervising the development of class schedules within the division.
- Assist in the development and monitoring of budgets for supervised areas.
- Assist with marketing and recruiting of students, faculty, and resources to each program of oversight
- Assist, with all accreditation activities as required by the Higher Learning Commission for each individual program.
- Perform other duties as assigned by the CNCC Dean of Career and Technical Education.

SPECIFIC DUTIES & RESPONSIBILITIES:

Curriculum and Instruction Assist the Dean of CTE in the Following:

- Align teaching schedules, faculty load management, and facilities management to support the class schedules of the division and insure that they fit smoothly into the overall college curricular and instructional goals.
- Review the currency and accuracy of the information in the College catalog and other publications that relate to the division (on the Rangely campus).
- Approve the selection of appropriate texts, instructional materials, and modes of instruction for the division (on the Rangely campus).
- Review that curriculum and instruction in courses and credit bearing programs offered by the division (on the Rangely campus) are current in relation to standards of industry, student learning outcomes, transfer institutions, and State mandates.
- Initiate the assessment of instruction program outcomes, especially those related to student success, within the division and facilitating the development, and implementation of improvement plans based on assessed outcomes.
- Assist CTE Faculty in contributing essential input to the CNCC Assessment Plan.
- Collaborate with the Division of Student Services to ensure high quality academic advising and learning support activities.
- Work closely with the Instructional Designer, IT, and facilities to ensure division needs are met.
- Receive a six (6) credit hour per semester teaching release for Associate Dean duties.

Committee Responsibilities

- Serve as a member of the CNCC Academic Council and the Dean's Council.
- Attend all program advisory boards

Personnel

- Evaluate Rangely-based CTE Program Directors within the division according to the policies and procedures of the College, at the discretion of the Dean.
- Approve faculty assignments at the discretion of the Dean.
- Assist in ensuring that CCCS CTE faculty credentialing requirements are met
- Orient new CTE faculty to their duties and obligations.

Budget

- Execute the budget within the guidelines set by the Vice President for Instruction & Student Services.
- Help establish program accountability measures and assist program directors in meeting enrollment targets.
- Work with appropriate divisional staff, set budget priorities for the departments and programs within the division.

MINIMUM/REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES:

1. Master's degree from regionally accredited institution
2. Collegiate level teaching experience, community college experience preferred
3. Three years of combined higher education experience as a faculty member or faculty administrator
4. Familiarity with Colorado Community College System (CCCS) policies and procedures
5. Knowledgeable in CTE programs
6. Excellent interpersonal and organizational skills
7. Knowledge of and comfort with computer programs (Specifically the MS Office Suite)

PREFERRED QUALIFICATIONS & ATTRIBUTES:

1. Additional coursework or training beyond the Master's degree
2. Academic administrative experience at the Department Chair level or higher
3. Experience supervising faculty and instructional programs
4. Significant record of accomplishment in promoting, developing and advancing instructional programs.
5. Familiarity with BANNER, D2L, Navigate software
6. A collaborative style of leadership that empowers all faculty and staff (within the division).

TECHNOLOGY & EQUIPMENT/MACHINE OPERATION:

Knowledge of the following machines/equipment is necessary in the performance of the duties of this position.

Minimum or Required:

Microsoft Office Suite (specifically Word, PowerPoint and Excel)
IP Telephone/voice mail
Copier/Fax Machine

Preferred:

Banner
D2L

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking			X			
Ability to be Mobile				X		
Crouching (bend at knees)			X			
Kneeling/Crawling	X					
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)		X				
Turn/Pivot			X			
Climbing		X				
Balancing		X				
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity			X			
Pushing/Pulling			X			
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:

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Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					x	
Talking on Telephone				x		
Hearing in Person					x	
Hearing on Telephone				x		
Vision for close work					x	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)		x				
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	x					
Operation of equipment, tools, vehicles		x				
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)			x			
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College's best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____