



**COMMUNITY COLLEGE
OF RHODE ISLAND**

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Dean of Career and Technical Education, Early College & Community Partnerships
POSITION NO.	504022
LOCATION	Providence Campus
REPORTS TO	Vice President of Workforce Development
GRADE	BOE 18
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	Professional, Technical, and Support Staff
LIMITATION (if applicable)	Subject to renewal after annual review.
REVISION DATE	September 2024

JOB SUMMARY:

Reporting to the Vice President of Workforce Development, the Dean of Career and Technical Education & Early College, as well as Community Partnerships will lead the College’s early college programs (including Running Start/Accelerate/High School Enrichment) initiatives with CCRI’s regional higher education and K-12 partners related to Career and Technical education pathways and services. The Dean will plan, recommend, and implement the operational strategies, goals, and objectives for assigned areas, and facilitate the hiring, training, professional development, supervision, and evaluation of staff; this will include participating in formulation, communication and implementation of the core values of the College. In collaboration with deans and appropriate academic departments, the Dean supports the strategic planning, implementation, and assessment of K-12 and community partnerships with a focus on achieving equitable outcomes for all students. The Dean will plan, create, and facilitate outreach activities and serve as a liaison with other community agencies and institutions, including RIDE, K-12 partners, four-year institutions, and other organizations that serve, influence, support or align with the college’s strategic initiatives.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI’s Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences

Early College and Special Program Development:

- Provide strategic leadership and exercise supervision for career pathways initiatives, related staff and services to enhance internal and external strategic partnerships, regional program innovation, and operational excellence
- Design, develop and implement a working strategy for K-12 districts and community colleges in dual credit, dual enrollment and articulated pathways to ensure advanced standing of high school graduates into both academic and career-focused programs
- Direct and report on Early College student outcomes regarding the persistence, retention, assessment, and transfer coordination activities, with focus on the K-12, career pathways, and/or two-year and four-year program areas of responsibility
- Facilitate coordination and alignment of CTE and workforce development programs with local secondary partners, regional occupational programs, adult education programs, and programs at other colleges in order to enhance educational and career opportunities for students
- Collaborate with critical partners to develop and implement access, success and retention initiatives to support the needs of early college students
- Monitor regional and college initiatives for CTE and workforce development, promote the effective leveraging of funding and recommend resource allocations that support instructional and student support programs including staffing, technology, facilities and fiscal accountability

Partnership Development:

- Lead collaboration with the Rhode Island Department of Education (RIDE), the Office of Post-secondary Council and additional stakeholders to deliver and evaluate the growth of the college's early college programs in alignment with the state's overall mission to support the educational attainment goals of all Rhode Islanders
- Support the implementation of various State-led initiatives impacting K-20 initiatives, and serve as resource for and representative of the college on local, statewide and regional committees
- Develop partnerships with school districts and CTE programs to advance programming that supports the post-secondary and career achievement of all RI students
- Facilitate the administrative oversight of Perkins Grant and work among critical stakeholders at RIDE, K-12 districts, industry and community partners to develop the annual Perkins Grant application and budget
- Collaborate with additional critical partners on the coordination and implementation of student support initiatives, programs and practices that support institutional strategies to foster diversity, equity and inclusion for all students

Divisional Support:

- Oversee special projects requiring research and/or grant proposal development, assist with data collection, analysis and reporting
- Chair and/or participate in various divisional and college wide committees and other related duties as required by Vice President for Workforce Development

LICENSES, TOOLS, AND EQUIPMENT:

Various office equipment which may include computers, typewriters, telephones, copy and fax machines, calculators, etc.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- A Master's Degree required
- Demonstrated commitment to student-centered and outcomes driven program design
- Demonstrated leadership in higher education administration
- Knowledge of best practices in the development of career pathways programs for secondary students, including dual enrollment and non-credit options
- Experience partnering with government agencies, community organizations, and employers in the area of workforce development

PREFERRED QUALIFICATIONS:

- Will have demonstrated effectiveness in delivering student-centered and outcomes driven program academic success programming
- Will have demonstrated effectiveness in academic program planning and evaluation, curriculum development, student-learning outcomes' assessment, and budget preparation
- Will have demonstrated ability as a strategic and innovative thinker, and as a creative and energetic leader
- Will have strong, demonstrative skills in problem-solving, critical-thinking, and use of sound business judgement
- Will have familiarity with Learning Management Systems (LMS) and other instructional technologies
- Excellent oral, written, and interpersonal communication skills and effective decision-making and organizational skills
- Experience working in a unionized, multi-campus community college environment

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.