



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 2/10/2025  
Revised on: 2/10/2025

Job Title	Salary Schedule	Grade	Job No.
<b>Dean of Workforce Development</b>	<b>B</b>		<b>AD9993</b>
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>VP of Capitol Projects</b>	Exempt	No	No

**JOB SUMMARY:** The Dean of Workforce Development serves as a collaborative, executive administrator for all workforce development programs including credit and non-credit career technical programs, training delivery for business and industry, adult education, and continuing education. The Dean works collaboratively with the Dean of institutional Effectiveness, Grants, and Special Projects for training and workforce development grants. Strong organizational and supervisory skills are required to ensure progress toward established goals and objectives and to ensure compliance with State and Federal guidelines. A broad knowledge of technical education, local and state workforce development initiatives, and the ability to establish and foster partnerships with local government, secondary education and business and industry is essential while demonstrating a commitment to students' success.

**QUALIFICATIONS:**

- ◆ Master's degree in career/technical education, business administration, management, industrial technology, or a related field from an approved U.S. Department of Education accredited institution **required.**
- ◆ Minimum of five (5) years of work experience in a technical field (other than education), customized training, business solutions, or curriculum development **required.**
- ◆ Minimum of five (5) years of teaching and/or administrative experience in technical education or industrial training delivery **required.**
- ◆ Experience in Postsecondary technical education **required.**
- ◆ Experience in establishing or managing work-based learning programs or apprenticeships **preferred.**
- ◆ Experience in working with business and industry partners, community leaders, employment personnel, and with college students of all ages and backgrounds **preferred.**
- ◆ Demonstrated leadership at an Executive level **preferred.**
- ◆ Experience with the Carl D. Perkins Federal funding guidelines and the Workforce Innovation Opportunity Act (WIOA) funding **preferred.**
- ◆ Knowledge of SACSCOC policies and procedures **preferred.**

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Knowledge of policies of the Alabama Community College System Board of Trustees, the Alabama

Community College System, and the College.

- ◆ Knowledge of other technical program accreditation processes and procedures.

**DUTIES:**

- ◆ Use collaborative, innovative problem-solving and leadership skills to position the College as a leader in workforce and economic development by producing well-prepared graduates and continuing training to existing workers to feed the talent pipeline and meet employment needs in the region.
- ◆ Write applications/proposals, negotiate contracts, complete reports, ensure accurate billing, and maintain documents for all programs funded by grants, special funding sources, or industry sponsorship/reimbursement.
- ◆ Ensure that the College achieves its strategic and operational goals for technical/adult education and workforce development.
- ◆ Coordinate workforce development initiatives with the Alabama Technology Network – Gadsden (ATN- Gadsden).
- ◆ Ensure revenue generation through the College's revenue-based programs i.e., apprenticeships, open enrollment in training programs, contract training with area industry, and grants for entrepreneurial initiatives.
- ◆ Regularly meet and/or convene industry partners to prioritize workforce needs and engage qualified personnel to provide workforce solutions and just-in-time training.
- ◆ Establish and maintain a strong collaborative relationship with the ACCS Workforce Office.
- ◆ Collaborate with college leaders as well as K-12 and university partners to clearly define career pathways, workforce curriculum advancements, articulations, work-based learning initiatives, etc.
- ◆ Supervise the administrative functions of career technical education programs, adult education, non-credit training, and continuing education.
- ◆ Establish and manage robust work-based learning opportunities for all technical programs that include co-op experiences and Alabama Industry Recognized Registered Apprenticeships.
- ◆ Represent the technical and workforce division internally and externally, acting as a liaison for area business and industry.
- ◆ Utilize state and regional labor data to sustain or create viable programs for existing and emerging industry needs.
- ◆ Provide leadership and oversight in the development, implementation, and evaluation of program goals and outcomes (e.g., unit strategic plans/student learning outcomes/key performance indicators).
- ◆ Collaborate with all qualified program faculty, other instructional deans, and the Dean of Institutional Effectiveness, Grants, and Special Projects for the development, implementation, and evaluation of training and workforce development grants for technical programs including the Carl D. Perkins Federal Grant Program.
- ◆ Provide executive oversight in the preparation and management of budgets for all areas of responsibility.
- ◆ Sustain a high-performing team through careful selection, orientation/mentorship, professional development, and evaluation of employees in all areas of responsibility.
- ◆ Provide executive oversight of year-long schedules for technical programs and employee schedules for technical programs in the division.
- ◆ Lead the review of program performance and make recommendations for new programs, program expansion, or program discontinuation based on institutional and workforce data.
- ◆ Comply with all policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and the College.
- ◆ Perform other duties as assigned by the President.

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential

**Work Environment:**

- ◆ **Setting:** The position is based in a typical office environment within an educational institution
- ◆ **Travel:** Occasional travel may be required to attend meetings, conferences, and to collaborate with industry partners
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate deadlines, events, or program needs
- ◆ **Interaction:** Regular collaboration with various departments, faculty, staff, industry partners, and external stakeholders

**Reviewed by:**

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**Employee Signature**

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**Date**