



# BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501  
205-387-0511

POSITION ANNOUNCEMENT

Beginning date: March 7, 2017

Closing date: March 28, 2017

**POSITION #686:** Associate Dean of Career Technical Education

**APPROXIMATE STARTING DATE:** April, 2017

## **GENERAL INFORMATION:**

Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically. In fulfillment of this mission, the college offers academic and technical programs and activities. The college serves a population that is diverse in age and race as well as in economic and educational backgrounds.

**ESSENTIAL JOB FUNCTIONS:** The position of Associate Dean of Career Technical Education requires the following essential job functions: Communicate orally; communicate in writing; read and interpret; communicate with auditory skills; visual ability; manual dexterity; exhibit emotional control and stability; stress management and coping ability; demonstrate knowledge of the English language including grammar, word usage, syntax, and sentence structure; mastery of appropriate computer operation and skills (e.g. ACCESS); operate a motor vehicle; ability to lift and move materials weighing up to fifty pounds, sit for extended periods of time; stand for extended periods of time; capable of mobility; bend; kneel; reach; utilize telephone system; utilize and fully maintain filing systems(e.g. Times II); possess basic mathematical skills such as percentages and fractions, etc.; operate standard business office machines (e.g. calculator, copier, fax machine, television). **Comply with all policies of the Board of Trustees, ACCS, and the College**

**REQUIRED QUALIFICATIONS:** Master's degree in Education, Business, Administration, or related field from a regionally accredited institution is required. Three to Five years demonstrated experience in a successful CTE related leadership role is required.

## **PREFERRED QUALIFICATIONS:**

- One or more years of experience in developing, implementing and managing CTE programs and/or new programs in a college or university. Includes program and curriculum development processes as well as implementation and approval procedures at local and state levels.
- Demonstrated successful experience linking educational programs and services to the economic and workforce development needs of business and industry.
- Demonstrated successful experience using data, surveys and student/community input to develop new and revise existing curriculum.
- Prior teaching experience in CTE field.
- Demonstrated successful experience meeting deadlines.
- Demonstrated ability to plan and establish structures, systems, and processes to reach goals and objectives with initiative and to completion.
- Demonstrated successful experience acquiring program or institutional resources.
- Ability to facilitate partnerships between local and regional business and industry groups and the college community.
- Demonstrated successful experience leading programs related to the administrative assignment, including: strategic planning and decision making; staffing, evaluation, and supervision; and developing and managing budgets.
- Strong organizational and budgetary management skills.
- Excellent communication skills.
- Ability to travel.

**DUTIES:** In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the State Board of Education, duties will include, but are not limited to, the following:

1. Assists Dean of CTE and Workforce Solutions in providing leadership and coordination in support of career/technical and emerging occupational education programs and services.
2. Conducts needs analyses, market surveys and other research to identify viable and sustainable courses, programs and majors not currently offered and works collaboratively with deans, division chairs, faculty and other relevant staff or external agencies to implement quality programs into the curriculum and schedule of classes.
3. In consultation with the Dean of Instruction and Dean of CTE and Workforce Solutions oversees and participates in the improvement of instruction processes for full and part-time CTE faculty.
4. In consultation with the Dean of CTE and Workforce Solutions and CTE division chairs, responds to CTE student concerns and inquiries.
5. Researches the necessary skills needed for emerging job classifications which are prominent throughout the college service area and region.

6. Establishes partnerships with regional trade associations, economic development agencies, business/industry to identify emerging skills and hiring trends.
7. Works collaboratively with relevant programs and faculty to develop partnerships and linkages with business, industry, and community in the procurement of internship opportunities.
8. With the input of industry partners, supports and promotes curriculum development by faculty to respond to student and regional workforce and community needs, including establishment and use of learning outcomes at the course and programmatic level, and ensures the assessment of said outcomes.
9. Collaborates with the Director of Grants and Federal Programs in the preparation of grant applications, budgets and reports for local, state and federal grant supported CTE related programs.
10. Assists and oversees the preparation and submission of related financial reports for CTE related funds in a timely manner.
11. Provides leadership to faculty regarding new CTE program approvals through the Bevill State Curriculum Committee review process and the state-wide review agencies such as ACHE and ACCS.
12. Assists CTE faculty in the development of advisory committees. Provides guidance in working with advisory committees and attends advisory committee meetings.
13. Works with CTE faculty, ensures that each career/technical program has an active advisory committee that meets regularly to provide input concerning program design and implementation.
14. Assists in the promotion and marketing of the college image and CTE instructional programs in the college service area and regionally.
15. Serves on college-wide committees relevant to enrollment management, strategic planning, student learning outcomes, budget development and management, program review, and program advisory groups, and others as required.
16. Assists with the institutional SACSCOC accreditation process and accreditation processes for individual CTE programs as needed.
17. Performs other related duties as assigned.

**SALARY RANGE:** Minimum \$75,250 to \$107,940 based on experience and educational level for placement on the Alabama State Salary Schedule C1.

**APPLICATION PROCEDURES:** Bevill State Community College employment applications are available from the following address or visit our website at [www.bscc.edu](http://www.bscc.edu) and click on “Job Opportunities” at the bottom of the homepage. All applications should be mailed to:

**Office of Human Resources  
Bevill State Community College  
1411 Indiana Avenue  
Jasper, AL 35501**

**OR**

**Email in a .pdf format to:  
Employment@bscc.edu**

**APPLICATION DEADLINE:**

Completed applications must be received by 3:00 pm March 28, 2017, to ensure full consideration. Applicants must adhere to the College’s prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three **current** and **signed**, and **dated** letters of reference (no older than one year no computer generated signature)
- A signed and dated letter of interest with reference to the **position number** found on the position announcement.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips.**

**It is the sole responsibility of the applicant to ensure his or her application packet is complete.**

**Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the “Qualifications” section.**

**In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent**

**form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Beville State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.**

Beville State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

**Please note that Beville State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday.**