

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Associate Dean	SALARY LEVEL:
DEPT: Workforce & Continuing Education	JOB CODE: Administration
CLASS: Administration	FLSA STATUS: Exempt
	RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Associate Dean of Workforce & Continuing Education is responsible for the overall development, organization, operation, coordination, and evaluation of credit-free adult workforce and non-job related training programs and classes.

REPORTS TO: Dean of Workforce Education

SUPERVISES: Coordinator of Continuing Education Programs/Clerk
Coordinator of Nursing Home Training Programs
Supervisor of Continuing Education
Part-time Continuing Education Faculty
Clerk B, Continuing Education
Clerk A, Continuing Education
Clerk A - hourly, Continuing Education
Student assistants

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Organizational skills.
2. Computer skills.

Education, Experience, and Licensure

1. Master's degree in related field.
2. Supervisory experience.
3. Five years experience in workforce training and continuing education at an institution of higher education preferably a community college.
4. Knowledge of workforce training needs and ability to work with and communicate with industry.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Plans, coordinates, implements, and evaluates non-credit workforce and non-job related training.
2. Prepare applications for course approval as required; prepare course schedules, reports, and budgets.
3. Recruit, assign, and supervise part-time instructors.
4. Provides assistance in securing instructional materials and equipment for classes.
5. Facilitates and promotes community awareness of the college's programs and activities.
6. Supervises Continuing Education registration.
7. Supervises the fall, spring, and summer continuing education course schedules for printing.
8. Provides information to public and staff about college programs and services.
9. Develops and maintains advisory committees, as appropriate.
10. Responsible for the management of the Workforce and Continuing Education Center.
11. Maintains inventory of equipment, materials, textbooks, and supplies to be used in continuing education programs.
12. Supervises and coordinates duties of area personnel.
13. Assists in the recruitment, employment, and orientation of staff.
14. Responsible for ensuring diversity efforts within area of supervision.
15. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.
16. Recommends disciplinary action of personnel.

17. Reports or approves absences of personnel.
18. Provides opportunities for staff development aimed at increasing professionalism.
19. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
20. May require some evening and weekend hours as well as off-campus travel.
21. Maintaining appropriate office hours.
22. Coordinates institutional effectiveness, promoting quality instruction regarding Workforce and Continuing education.
23. Coordinates budget for Workforce and Continuing Education development and instruction.
24. Participating in college activities.
25. Participating in college committee assignments.
26. Participating in professional development.
27. Overall support of college programs and other duties as assigned.
28. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel.
29. Using appropriate vocabulary free from excessive profanity and slang.
30. Display use of good judgment, tact, and discrimination.
31. Treat records, information, materials, and office concerns in a confidential manner.
32. Demonstrate a knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.

33. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

SPECIFIC EQUIPMENT AND MATERIALS USED

ESSENTIAL PHYSICAL TASKS

1. This position is security-sensitive.

ENVIRONMENTAL DEMANDS