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COMPLETE

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Page 1: Classified Position Request Form

Q1 Please enter the following:

Department	Instruction
Position Title	Associate Dean of Instruction, Career Education Program Coordinator
Salary Range	\$110,820-129,645
Annual Salary at Step B*	\$123,264
Hours/week and # of months	40 hours/week, 12 months

Q2 Provide the following information for the new position or the increase in FTE for an existing position that is being requested, or the request to fill a vacant, frozen or defunded position:

Position classification and number	Associate Dean, MG-09
Proposed FTE	1.0

Q3 Contract type **12-month****Q4** What type of position is being requested? **Position currently funded by grant funds****Q5** Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).**09 - ASSOCIATE DEAN.docx (22.1KB)****Q6** What are the actual duties and responsibilities that are specific to this requested position? (100 words or less)

Expand outreach and support to student onboarding with high schools and adult education programs. Provide online career exploration, job placement and work based learning efforts through program exposure and online assessment via a Career Education web page. Manage Work-based Learning Coordinator and Job Placement Case Manager Staff and Programs. Facilitate High School and Non-credit to Community College Articulation. Provide leadership on Regional Consortium Committees and Workgroups. Participate in Career Center Collaboration and serve as a CE liaison with categorical programs and a point of contact for regional Adult Education non-credit organizations.

Q7 Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

Currently the duties are performed by the grant funded SWP Career Education Coordinator position.

This is a vital position responding to all of the Work Based Learning and Job Placement career focused outcomes of the Career Education division. Lack of this position would result in a substantial void in leadership to accomplish integration of WBL into curriculum and develop a cohesive college wide approach to academic and career objectives.

This is the only functional position directed at this effort. The absence of this leadership position will result in diminished success in the student completion and success efforts currently an institutional priority

Q8 How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? **Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/ intern/ volunteer/work-study, and services provided.** (200 words or less) (Rubric Criterion 2)

With the advent of the statewide Strong Workforce initiative, the efforts in Career Education have been defined with specific funding management, outcomes and career preparation metrics as well as overall institution outcome metric requirement changes. The implementation and management of these objectives requires a leadership position to oversee the Institution's efforts in these areas and assist the Dean, Career Education, in managing these objectives through membership in regional Strong Workforce Consortium committees and directing WBL and Job placement efforts. This ongoing Strong Workforce initiative includes guided pathways, adult education and high school outreach and integration to create a seamless transition, entry, matriculation and completion for students, of which 49% are enrolled in a career education program at Cuyamaca College.

Q9 How would this position's main duties specifically support the institution's strategic priorities? Acceleration Guided Student Pathways Student Validation and Engagement Organizational Health (200 words or less) (Rubric Criterion 3)

1. Acceleration: This position will provide oversight on programs to ensure students are achieving educational and workforce goals in accordance with state metrics and institution goals and monitoring effectiveness to ensure the student pathway is efficient.
2. Guided Student Pathways: This position will integrate guided student pathways into education and career plans to ensure that all efforts fit the guided pathways model of student completion and employment.
3. Student Validation and Engagement: By the position's implementation, management and direction of student centered career exploration, preparation, work based learning and job placement, students will be more engaged in their career preparation and living wage job attainment.

Q10 How will the position impact the ability of the program or service area to innovate and meet changing needs? (150 words or less) (Rubric Criterion 3)

The need for a central point of contact and office has been validated by the hiring of a Career Education Program Coordinator in October 2017. Due to external partner and industry outreach, pathway foundations and student pipelines are being developed and industry is beginning to view the position as a single point of contact for internships and job development. However, the single position needs to be expanded to a department with a team to sufficiently manage the potential of outreach and student career development.

Q11 Please confirm that you have discussed this faculty position request with the Division Dean and that you understand that Division Deans will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Division Dean
