Job Title:	Dean of Professional and Technical Education	**Job Code:**	14350
FLSA:	Exempt	**Grade:**	S21

Job Summary:
Identifies professional, continuing and technical education training needs in the community and coordinates the development of programs to meet the community's needs.

Reports to the Dean of Arts and Sciences or the President of Academic Success.

Essential Job Functions:

- Serves on numerous councils and committees within Alamo Colleges and the community; represents college to the Texas Higher Education Coordinating Board, community, business, educational and other organizations regarding professional and technical education; maintains liaison with cooperating agencies in administering programs, including coordinating with and researching prospective employers to determine the need for technical and professional programs and to place graduates; publicizes and promotes the professional and technical education programs in the community.
- Develops curriculum, area plans, and budgets for professional and technical education programs; coordinates the development of the curriculum and class schedule in conjunction with department chairs; assists in development of class schedules and teaching and space assignments for maximum space utilization.
- Coordinates formulating and maintaining the academic standards for professional and technical education programs; coordinates follow-up studies of students to determine effectiveness of programs.
- Conducts regular department chair and faculty meetings; supervises, selects, trains, monitors, coaches, and evaluates the work of instructional and staff members; maintains and processes employment related documents such as time sheets and leave forms; maintains records, inventories, and operating budget for efficiency and accountability.
- Performs other duties as assigned.

Minimum Education and Experience:

- Master's degree.
- Five years' of experience in college administration and professional/technical program development.
- Experience teaching at the college level with increasingly responsible duties.

Preferred Education and Experience:
Doctoral degree.

Licenses and Certifications:
Must have a valid Texas driver license. Must be insurable through Alamo Colleges' insurers.

Knowledge, Skills and Abilities:

- Knowledge of college administration.
- Knowledge of professional/technical education curriculum and program development for the purposes of career preparation, transfer, and industrial startup and development.
- Knowledge of key technologies and technological areas related to current and emerging technical education programs.

- Knowledge of federal and state legislation pertaining to professional/technical education, employment practices, equal opportunity, licensing, and accreditation.
- Knowledge of state coordinating and regulating agencies with specific emphasis on the Texas Higher Education Coordinating Board.
- Knowledge of budgeting, planning, monitoring, and accounting in a college/university environment.
- Ability to effectively communicate both orally and in writing.

Supervision Exercised:
Supervises assigned staff.

Physical Requirements:
Work is performed within routine office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying objects of light weight may be required.

Security Sensitive:
Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Reviewed: 7/23/15

This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.