

Strong Workforce Associate Dean

We are proposing the creation of an Associate Dean of Career Education position to provide focused leadership for Strong Workforce Program (SWP), Perkins, workforce development, contract education, apprenticeships, job placement, work-based learning, and industry partnerships.

This proposal largely represents a restructuring of existing coordinator-level functions currently supporting this work on both campuses. As the scope and complexity of career education has expanded, these responsibilities now require dedicated administrative leadership to ensure stronger coordination, compliance, partnership development, implementation, and alignment with regional workforce priorities.

Positioning this role under the Dean of Career Education creates a clear and coherent leadership structure centered on a shared goal: providing strong overall leadership for Career Education while connecting students to high-quality workforce pathways, employment opportunities, and long-term economic mobility.

The Dean of Career Education would serve as the senior administrative leader for Career Education, providing overall vision, strategic direction, and accountability for the division and its programs. The Dean would lead the development, growth, quality, and long-term sustainability of Career Education programs and ensure alignment with college priorities, regional workforce needs, academic standards, and student success goals.

The Dean's leadership responsibilities would include:

- Providing overall leadership, vision, and strategic direction for Career Education programs and initiatives
- Leading the development, expansion, evaluation, and continuous improvement of Career Education instructional programs
- Establishing divisional priorities and ensuring Career Education programs remain responsive to student, employer, community, and regional workforce needs
- Providing leadership for faculty, classified professionals, managers, and other personnel within the division
- Faculty supervision, evaluations, hiring, professional development, and support
- Curriculum oversight, program development, instructional quality, and academic integrity
- Leading schedule development, FTES/FTEF management, enrollment planning, and strategic growth of Career Education offerings
- Providing overall budget leadership, resource allocation, and final approval for divisional and categorical expenditures
- Supervising classified professionals and managers, including the Associate Dean of Career Education
- Providing leadership related to student concerns, instructional operations, personnel matters, and division-wide problem-solving
- Leading regional consortium engagement and representing the college in regional Career Education planning and decision-making

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- Providing leadership for new program development and approval, including analysis of labor market demand, program viability, facilities, staffing, and long-term sustainability
- Ensuring division-wide compliance, strategic planning, program review, accreditation-related responsibilities, and alignment with college and district priorities
- Building collaboration across instructional divisions, Student Services, employers, community partners, K-12 partners, universities, and regional workforce organizations
- Providing overall leadership for Career Education partnerships and initiatives and determining priorities for growth, investment, and implementation

Working under the leadership and direction of the Dean, the Associate Dean of Career Education would provide focused administrative leadership for a defined portfolio of workforce initiatives and would support the implementation of the Dean's broader Career Education strategy.

The Associate Dean would:

- Coordinate SWP and Perkins implementation, reporting, and compliance
- Strengthen contract education and support expansion of revenue-generating partnerships
- Grow apprenticeships, internships, work-based learning, and other career-connected learning opportunities
- Develop and maintain employer and industry partnerships in support of divisional priorities
- Support job placement, career-connected services, and employment outcomes for students
- Advance initiatives such as Credit for Prior Learning and CTE Credit by Exam
- Coordinate assigned workforce projects and initiatives across programs and campuses
- Support implementation of regional workforce priorities and partnerships as directed by the Dean
- Provide project management and administrative capacity for strategic Career Education initiatives

This structure intentionally establishes the Dean as the overall leader of Career Education, responsible for the division's instructional programs, personnel, resources, strategic direction, program growth, and overall performance. The Associate Dean would expand the division's administrative capacity by assuming responsibility for specific workforce development, categorical, partnership, and implementation functions under the Dean's leadership.

Together, these positions would create the administrative capacity needed to grow and sustain workforce initiatives while maintaining strong instructional leadership, accountability, and operational effectiveness. The structure would also allow the Dean to lead Career Education more strategically across the college while identifying opportunities for new programs, strengthening existing programs, responding to workforce trends, setting priorities, and ensuring that individual initiatives operate as part of a coordinated Career Education vision rather than as separate projects.

Importantly, this model is already well established across the region. Colleges including Palomar College, San Diego Mesa College, San Diego Miramar College, San Diego City College, and

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San Diego College of Continuing Education have Associate Dean structures dedicated to career education, workforce partnerships, and categorical grant leadership. Our proposal aligns the district with regional practice while preserving a clear administrative hierarchy in which the Dean provides overall leadership for Career Education and the Associate Dean supports that work through a focused portfolio of responsibilities.

Ultimately, this structure positions the colleges to provide stronger leadership for Career Education as a whole while expanding our capacity to serve students, employers, industry partners, and the regional economy.