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WEBSITE:

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Non-Classified

Opening

DEAN, CAREER TECHNICAL EDUCATION

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be the week of January 29, 2018 – interested candidates are encouraged to apply *as soon as possible*.

Full-Time: 40hr/week

Salary: \$75,000 - \$85,440 annually

Location(s): Idaho Falls

SPECIAL NOTIFICATION: Incumbent will report directly to the Vice President of Instruction and Student Affairs. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

CLASS PURPOSE: This position exists to provide educational management and executive leadership to the CEI Career Technical Education (CTE) programs. The CTE Dean provides leadership and direction in the development of assigned courses and programs; articulation agreements with four-year colleges and universities; collaboration with business and industry; maintains accreditation (NWCCU and industry certification) standards in the programs; provides a positive environment for teaching and learning; and advocates for faculty, students, staff and the various departments. The Dean reports to the Vice President of Instruction.

RESPONSIBILITIES:

- Advocates for faculty, staff, students, and other stakeholders in the mission of the College of Eastern Idaho
- Builds close relationships with business, industry, and educational leaders in the region to ensure that CEI is offering programs that best meet the needs of the community
- Measures of success for the position will be CTE student retention and production of AAS degrees and certifications
- Hires and mentors CTE faculty toward the CTE mission of CEI
- Coordinates and administers scheduling of classes and acquisition of CTE related equipment, and teaching assignments for faculty
- Ensures a positive environment for innovative teaching and learning
- Evaluates courses and programs regularly through the CEI Program Review process
- Manages state and federal CTE allocations for programs
- Demonstrated experience with writing grants and requesting support from business and industry partners
- Monitors enrollment patterns, cost/benefit information, employment and other development and needed changes.
- Participates in marketing and information planning of the various departments

- Plans, organizes, and monitors expenditures of CTE budgets and grants
- Promotes a team effort while supervising the faculty and staff on a daily basis
- Provide leadership in curriculum and program development and utilize business and industry input through technical advisory committees. Participates in CEI Curriculum Committee
- Provide leadership in program and department accreditations and reports using data to make program decisions
- Regularly evaluates faculty, directors, and classified staff reporting directly to this position
- Researches and designs new program offerings

Instructional Leadership

- Advocates and represents the department on committees, councils, and taskforces at the college, local, state, the State ICTE Leadership, and national level
- Provide input in setting the College's Strategic Plan, mission, and purpose. Works closely with other managers on the Dean's Council
- Provide leadership and guidance for professional development of faculty and staff
- Participates with instructional leadership in policy formulation related to instructional programs, curriculum development, delivery of credit student development, and administrative services

Education and Technology Development

- Promotes and supports departments in the use of innovative instructional technologies, and programs to improve education and educational delivery
- Maintains leadership for learning outcomes and assessment of all courses and programs
- Supports faculty in assessing learning outcomes

Collaboration

- Maintains a good working relationship with the Idaho State Board of Education, the State Division of Career Technical Education (CTE) and works closely with other CTE program staff in Idaho colleges
- Collaborates with the Dual Credit Coordinator and the Dean of General Education for all offerings, and relationships with high schools
- Develops, maintains, and promotes articulation agreements with four-year colleges and universities
- Conveys by works and action the values expected by CEI
- Performs other duties as assigned

QUALIFICATIONS:

- Master's degree preferred from a regionally accredited institution in teaching discipline, education, educational administration/management, counseling/student services, or a closely related field
- Demonstrated experience with career technical programs and in meeting the needs of business and industry
- Minimum of three academic years of equivalent of full-time, classroom teaching is required
- Qualify for, or hold, an Idaho Career Technical Administrator Certificate

- Minimum of two years of community college or two-year technical college experience is preferred. Training or demonstrated experience is preferred in the following areas: human resource management, organizational development, teaching and learning, change management, revenue generation, and working with professional technical and college transfer programs.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

HOW TO APPLY:

Electronically submit a completed application packet (in .pdf or Word format) to hr@cei.edu. The application packet must include the following:

- State of Idaho Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
- Cover Letter detailing your experience and indicating your interest in the position
- Resume
- Unofficial Transcripts
- Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire. For additional questions contact: **Human Resources at (208) 535-5495** or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.