



NOTICE OF VACANCY

Dean of Career-Technical and Adult Education

REPORTS TO: Vice President of Instruction

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse population and inclusive environment brings to a community college. The successful Dean of Career-Technical and Adult Education will be an equity minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Dean of Career-Technical and Adult Education, in cooperation with the Vice-President of Instruction, will be responsible for the management and direction of the operations of the College of Career-Technical and Adult Education.

More specifically, the Dean of Career-Technical and Adult Education is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Appoint, coordinate, and conduct regular meetings of all advisory and craft committees for Career-Technical programs.
- Assist faculty with curriculum changes and update courses of study.
- Call and conduct Career-Technical and Adult Education faculty meetings whenever necessary for the college's efficient operation.
- Continue to review all Career-Technical courses and programs.
- Coordinate and supervise any approved grants.
- Coordinate recommendation changes of college policies with other administrators, faculty, and staff personnel.
- Develop and conduct a comprehensive orientation program for all new Career-Technical and Adult Education personnel.
- Develop procedures designed to evaluate all Career-Technical educational programs.
- Direct, coordinate, and supervise all aspects of the Adult Education program for on- and off-campus locations, including adult education night classes.
- Direct, coordinate, and supervise all aspects of the Career-Technical programs. (This includes all Career-Technical programs on and off campus, including adult career night classes.)
- Monitor and implement the budget for all areas of Career-Technical Education.
- Participate in the planning of proposed educational facilities or the alteration of present ones.
- Participate, along with the Vice President of Instruction and Vice President of Business Services, in all budget deliberations involving the instructional budget.
- Prepare and revise the College Catalog with the Vice-President of Instruction.
- Prepare class schedules in cooperation with the Vice-President of Instruction and make Career Technical instructional assignments.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES (cont.)

- Recommend minimum and maximum class-size standards for all programs.
- Recommend textbook adoptions and/or changes to Vice-President of Instruction.
- Recommend to the Vice-President of Instruction the employment, retention, placement, and transfer of Career-Technical personnel.
- Recruit qualified applicants to fill vacancies, making every effort to coordinate applications with the Vice-President of Instruction.
- Report directly to the Vice-President of Instruction and perform other duties as requested.
- Serve on college committees as assigned.
- Supervise completion of reports as required.
- Work with the Student Services personnel in formulating and administering rules of student conduct and disciplinary action.
- Perform other duties assigned by the Vice President of Instruction.

MANDATORY QUALIFICATIONS

- Bachelor's Degree in a related field from an accredited college or university.
- Applicant must have a minimum of five years of experience.
- Applicant must also be able to work effectively with students, faculty, administration, and community.

PREFERRED QUALIFICATIONS

- Master's degree in administration or a related field.
- Graduate hours in curriculum and supervision and community college administration.
- Career technical education teaching experience.
- Administrative experience-supervision of programs and personnel.
- Commitment to work with diverse student populations, adult learners, and business/industry.
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KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.

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KNOWLEDGE AND SKILLS REQUIRED (cont.)

- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.
- Successful experience managing complex budgets.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, Exempt, and Administrator (AM) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

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The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External- December 31, 2024 at 5:00 p.m.

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