

# CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-2427  
Page 1 of 3

## DEAN OF VOCATIONAL EDUCATION

### Appointment

1. The Dean of Vocational Education is recommended by the Superintendent/President and final employment is conferred by the Board of Trustees.
2. The Dean of Vocational Education is responsible to the Vice President-Academic Services.

### Duties

The Dean of Vocational Education is responsible for:

1. Working with the department chairmen and vocational education instructional staff in:
  - a. Implementing policies of the Board of Trustees
  - b. Planning the vocational curriculum
  - c. Recommending and implementing new programs and courses
  - d. Preparing brochures and other printed materials
  - e. Preparing class schedules
  - f. Developing and expanding vocational programs and providing a cost impact report to the Board prior to the action, for approval
  - g. Planning new physical facilities
  - h. Selecting new equipment and instructional materials
2. Keeping informed on sources of available monies for vocational education.
3. Preparing requests for federal and state monies under the Vocational Education Act. CETA, CWETA, Office of Child Development and other appropriate programs.
4. Assuring operation of programs is in accordance with state and federal regulations.
5. Working with federally and state funded training and retraining programs.
6. Working with vocational advisory committees.
7. Making required vocational education reports.

8. Working with local unions in coordinating departmental activities and programs.
9. Working with the Bureau of Apprenticeship Training.
10. Establishing contact with key people in the community, industry, business, and other organizations and attending meetings in order to understand how vocational education programs may better meet the community needs.
11. Visiting other college programs, industrial plants, etc., to keep informed about trends and practices in vocational fields.
12. Articulating vocational programs with high schools within the Citrus Community College District.
13. Working with the Vice President-Business Services with budget requests for vocational education programs.
14. Assisting the Vice President-Academic Services with in-service education for all vocational instructors.
15. Assisting the Vice President-Academic Services in carrying out a planned visitation program from all vocation instructors.
16. Assisting the Vice President-Academic Affairs in the evaluation process for department chairmen.
17. Directing handicapped barrier removal.
18. Directing CETA and CWETA projects.
19. Controlling MDTA properties inventories.
20. Maintaining all vocational education inventories.
21. Coordinating budget accounting for disadvantaged and handicapped students served by the Learning Assistance Center.
22. Coordinating budgets and supply services for the Career Center, Re-Entry Center, and Job Placement.
23. Maintaining R.A.V.E. Committees with local high schools.

24. Serving as department chairman for evening Quality Control and Industrial Supervision programs.

The Dean of Vocational Education shall serve in the following capacities:

1. Member of the Steering Committee.
2. Member of the Curriculum Committee.
3. Member of the R.A.V.E Council.
4. Member of the Noncredit Committee.
5. Member of the Energy Committee.
6. Member of the Physical Facilities Planning Committee.
7. Member of the Department Chairmen Standing Committee.

Adopted ..... 5/27/64  
Revised..... 7/7/66  
                  5/9/74  
                  12/14/76  
                  8/18/81