|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
| https://agency.governmentjobs.com/images/AgencyImages/Neogov10.jpg | **RENTON TECHNICAL COLLEGE****invites applications for the position of:****Dean of Advanced Manufacturing** |

 |
|

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
| **SALARY:** | $109,994.88 Annually |

 |

|  |
| --- |
| **OPENING DATE:** 09/27/21 |
|   |
| **CLOSING DATE:** 11/07/21 11:59 PM |
|   |
| **POSITION:** |
| Are you an education professional who likes to see student success as they enter solid, living wage jobs?  That’s what Renton Technical College does!  This is a great opportunity to see direct impact on the students in our district and make real difference in their lives.  The Dean of Advanced Manufacturing, full time and exempt, reports to the Vice President of Instruction and is responsible for leadership and direction of the Advanced Manufacturing Pathway.  This position provides fiscal accountability, supervision, and leadership of the Advanced Manufacturing programs, faculty, staff and administrators. The Dean of Advanced Manufacturing, in close cooperation with the Dean of Workforce,  is responsible for the fiscally sustainable planning, development and implementation of Advanced Manufacturing and other key workforce initiatives. The position also has responsibility for leadership and direction towards the retention and recruitment of students, including collaboration and contribution towards college operational and strategic plans.Renton Technical College, located southeast of Seattle, has provided quality education in a variety of occupations for over 75 years. Our professional-technical certificate and degree programs offer entry and mid-level training in the areas of allied health, trades and industry, culinary, business, technology and automotive. Our outstanding college & career pathways program with classes in adult basic education, English as a second language, and GED preparation is available to those who need additional preparation prior to entering a training program and for those who simply wish to improve their math and English skills. Career Education and apprenticeships degree’s round out our offerings.  As an Achieving the Dream and an Aspen Institute top 10 finalist in Community College Excellence, RTC is also proud to be a Military Friendly School, serving those who chose to serve.Renton Technical College is committed to increasing its cultural diversity with an emphasis on equity and inclusion among its faculty and staff.  The students that we serve come from a variety of backgrounds and are over 60% of color.  We strongly encourage members of historically minoritized groups, veterans, and bi- or multi-lingual individuals to apply for this position to help meet the needs of our diverse students and service district. |
|   |
| **KEY RESPONSIBILITIES / ESSENTIAL FUNCTIONS INCLUDE:** |
| **Administrative Responsibilities:*** Demonstrate multicultural competence (including an awareness and understanding of historically minoritized populations) and create an educational and work environment that affirms commitment to equity, diversity, and inclusion.
* Support the college's mission by creating a learning and work environment of mutual respect and fairness, while encouraging creative and critical thinking. Contribute to the appreciation of diversity and foster a climate of multicultural understanding.
* Working in collaboration with business & industry, provide leadership and administrative oversight for the college’s Workforce, Trades, & Economic Development Programs that ensures consistency with current, changing and future needs of students and the workforce community.
* Provide direction and lead division in developing and offering current, relevant and effective high demand programs and work with faculty in curriculum review and revision, outcomes assessment and improvement processes. Manage, evaluate and modify the operation of the courses, classes and special programs/projects to maintain or improve instructional quality and to assure adherence to standards.
* Assist instructors with recruiting and placing students by contacting and maintaining relationships with businesses, industry, schools, and agencies.
* Recommend full time tenure track faculty candidates for employment.
* Foster an organizational culture that supports collegiality, personal well-being, and professional development of students, faculty and staff.
* Support other college initiatives, such as accreditation documentation and activities, as appropriate.
* Establish and maintain effective and involved advisory committees for each preparatory program.
* Represent the college as requested to develop, promote and enhance vocational education activities, including serving on statewide and college committees.
* Participate in relevant on- and off-campus committee work, state and community boards and activities as appropriate and assigned by the Vice President of Instruction.

**Operational Responsibilities:*** Responsible for the supervision, training and performance management of assigned faculty and staff in adherence to negotiated agreements, applicable state and federal laws, as well as College policies and procedures. Hire part time faculty and staff to support division.
* Ensure that all faculty are appropriately certified and have developed professional improvement plans.
* Responsible for the timely development and monitoring of budgets for assigned programs, including specifications development and travel approval, while assisting with the annual, comprehensive instructional budget.   Ensure appropriate cost and quality control measures are adhered to when orders for instructional and non-instructional products are purchased.
* In collaboration with campus safety, ensure that appropriate safety and security measures are designed, implemented and maintained in all Programs and areas of responsibility.
* Research, analyze and evaluate feedback data to assist in student development and persistence.
* Assist in resolving student issues, including discipline.
 |
|   |
| **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** |
| * Demonstrated experience or participation with persons from diverse backgrounds such as sexual orientation, racial, ethnic, religious, linguistic, gender, age, socio-economic, physical and learning abilities, and a commitment to an inclusive and equitable working / learning environment.
* Bachelor’s degree and a combined five (5) years of teaching and / or administrative experience at the post-secondary level, with at least three (3) year of teaching experience.
* Experience teaching and/or working in in a trades program preferred.
* A thorough understanding , knowledge, and experience with trades   program management, program accreditation standards at local, state, and federal levels, educational planning and budget management, and effective teaching and learning methods
* A thorough understanding of curriculum development, educational planning and effective teaching methods. Ability to plan, implement and accurately evaluate instructional activities (e.g. programs, courses, and projects).
* Excellent leadership, interpersonal and conflict resolution skills; ability to effectively supervise faculty and other assigned personnel; ability to work professionally and effectively with diverse and multicultural groups of students, faculty, staff, and community partners.  Ability to represent the college in a culturally competent, positive and professional manner,
* Familiarity with state and federal workforce and economic development programs regulations, goals, and target populations.
* Ability to develop and implement workforce-related projects and grants.
* Ability to maintain confidentiality, think critically and exercise independent judgment
* Demonstrated attention to detail as well as previous experience maintaining accurate records, managing multiple tasks and planning and organizing work in order to meet changing priorities and deadlines.
* An understanding of and commitment to the education role and philosophy of the technical college through equity, and inclusive practices.
* Ability to speak a regionally top spoken language other than English is preferred (Spanish, Vietnamese, Russian, Somali, and Chinese).
 |
|   |
| **TERMS OF EMPLOYMENT:** |
| **Renton Technical College’s faculty and staff are required to be fully vaccinated against COVID-19 or receive an approved exemption/accommodation.** The person hired is required to provide authorization for employment in the United States.  All offers of employment are contingent to background checks, including employment and required degree/credential verification. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform successfully in the position. Finalists are required to complete the Sexual Misconduct Disclosure form as required under RCW 288.112.080. Post offer, pre-employment criminal background checks are also required.**For questions regarding this position contact nmedbury@rtc.edu or 425-235-2296 OR****avinson@rtc.edu****425-235-2475 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **EEO STATEMENT:Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Re-authorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. The following college official has been designated to handle inquiries regarding the nondiscrimination policies: Title IX / EEO Coordinator, Vice President of Human Resources 3000 NE 4th Street Renton, WA 98056 (425)235-7873,****titleix@rtc.edu.**Jeanne Clery statement: Notice of Availability of Annual Security and Fire Safety Report: In compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of the College's commitment to safety and security on campus, Renton Technical College reports the mandate information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years.  Renton Technical College's Annual Safety and Fire Report is available online at:   <https://www.rtc.edu/annual-security-report> For information on how to access the RTC Daily Crime Log follow this link: <https://www.rtc.edu/node/4321> **We acknowledge that RTC sits uninvited on the ancestral land of the Puget Salish people, including the**[**Duwamish**](https://www.duwamishtribe.org/)**,**[**Suquamish**](https://suquamish.nsn.us/)**,**[**Snoqualmie**](https://www.snoqualmietribe.us/)**,**[**Tulalip**](https://www.tulaliptribes-nsn.gov/)**, and**[**Muckleshoot**](https://www.npaihb.org/member-tribes/muckleshoot-tribe/)**Nations.  We are grateful to the original inhabitants of this land, upon which we gather and dialogue. We also acknowledge our increasingly virtual world, in which RTC’s work is done across multiple indigenous lands, in some cases, away from Puget Salish territories. We thank the original caretakers of our local lands and waters, who are still here.   Beyond acknowledgment, we each have an obligation to learn about and support our local tribes. Find out how on our resources page, which includes scholarships for Indigenous students.**  |

  |
|

|  |
| --- |
|  |
| APPLICATIONS MAY BE FILED ONLINE AT:[http://www.RTC.edu](http://www.rtc.edu/)3000 NE 4th StreetRenton, WA 98056425 235 2296nmedbury@rtc.edu | Position #21-E0018DEAN OF ADVANCED MANUFACTURINGAV |

 |

|  |
| --- |
| **Dean of Advanced Manufacturing Supplemental Questionnaire** |

|  |
| --- |
|   |
| \* | 1. | * Do you have at least a Bachelor’s degree and a combined five (5) years of teaching and / or administrative experience at the post-secondary level, with at least three (3) years of teaching experience?
 |
|  | Yes Yes    No No |
|   |
| \* | 2. | Briefly describe your experience teaching and/or working in a trades program. Please include any experience with trades program management, program accreditation standards at local, state, and federal levels, educational planning and budget management, and effective teaching and learning methods. |
|  |
| \* | 3. | Renton Technical College prepares a diverse student population for work, fulfilling the employment needs of individuals, businesses and industry. Our effort is to create a cultural climate that recognizes, respects and celebrates equity and inclusion. Briefly describe how you have worked in your previous/ current positions to advance equity, diversity & inclusion in your organizations and how you would do that in this position. |
|  |
| \* | 4. | Did you complete all of the work history and education fields within the on-line application? Did you upload your cover letter and resume / CV? If you did not complete these fields and attach these required documents, your application will not be considered for further screening. |
|  | Yes Yes    No No |
|   |
| \* Required Question |