

POSITION DESCRIPTION

POSITION TITLE:	DATE:
Dean of Continuing Education & Workforce Development	5 <sup>th</sup> May 2023
REPORTS TO:	APPROVED BY:
Chief Operating Officer	Chief Operating Officer

JOB OVERVIEW

The Dean of Continuing Education & Workforce Development will be responsible for managing administrative matters related to the Centre for Training and Innovation (CTI) training programs and courses. He/he will plan, implement, and monitor all curriculums, institutional assessment measures, training courses and workshops, and faculty-related matters. The Dean of Continuing Education & Workforce Development will report directly to the Chief Operating Officer (COO). He / She will also manage all matters relating to CTI's training and interventions. The Dean of Continuing Education & Workforce Development will also be responsible for developing school policies and procedures as well as crafting strategic initiatives to enhance CTI's learning experience.

KEY DUTIES AND RESPONSIBILITIES

- Key Duties and Responsibilities
- Develop and provide vocational, technical and organizational leadership in the areas of curriculum development and implementation, policy development, educational strategy, teaching delivery, administration, local, national and international recruitment and enrollment strategies for students.
  - Manage and lead academic, vocational, career and technical education (CTE) learning programs that are creative, innovative, comprehensive and competitive at a national and international level.
  - Responsible for ensuring that CTI's educational arm is accredited with local and international accrediting institutions to render a high-quality educational experience.
  - Serve as an advocate for OEF/CTI's vision to ensure that CTI's educational targets, goals and partnership agreements are being met.
  - Assist in the process of identifying, training, and sourcing competent and qualified adjunct lecturers and professors to instruct courses being offered at all CTI learning campuses with the HR department.
  - Organize and manage all local, national and international student exchange programs, internships, and work programs.
  - Engage in routine travel between CTI's South Eleuthera campus and Harbour Island Campus to regularly meet and strategize with all partners, coordinators, lectures, faculty and students.
  - Serve as point of contact in connecting CTI educational courses with other educational and vocational institutions throughout Eleuthera, The Bahamas and the international academic arena to create a diversified leaning experience and environment.
  - Liaise with other educational institutions to create Partnerships and Memorandums of Understandings that improve and enhance CTI educational structure and educational strategic plan.
  - Assist with identifying and securing funding opportunities for CTI's academic and vocational programs and all other associated projects and programs.

- Work closely with all CTI social enterprises and community stakeholders to formulate and implement training material, courses and interactive learning activities.
- Responsible for all administrative matters related to CTI's training arm.
- Manage and attend to the concerns and needs of staff and students within the department.
- Supervise CTI's School staff and adjunct instructors to organize and lead CTI's training programs and courses.
- Work closely with CTI-HITS program and its funding body to strategize and develop training opportunities for academic and vocational programs being offered and projects undertaken.
- Work closely with all managers assigned to CTI's major social enterprises to create and facilitate curtailed learning experiences that are programmatic and interactive in nature.
- Strategize on ways to create opportunities for locals interested in taking CTI courses to ascertain scholarships.
- Foster and encourage an innovative learning culture and experience.
- Responsible for creating all reports, budgets, and resource plans associated with CTI's academic and vocational arm.
- Provide academic and vocational counselling, mentorship and professional development recommendations for students and faculty.
- Keep routine statistical data and reports for ongoing development of CTI's learning infrastructure and future projections and prospects.
- Tracking and reporting the school's metrics of growth and progress
- Initiate and lead proactive student and faculty life programming, wellness and extracurricular opportunities.
- Develop apprenticeship programs to enrich the student's experience.
- Encourage a vibrant and competitive research culture for CTI students and faculty.
- Assist with identifying talented students and alumni who can matriculate into CTI workforce or offer their services to empower and enrich the organization.
- Teach a course and/or workshops in related field of study.
- Assist with organizing graduating exercises.
- Provide development and fundraising support.
- Any other duties as assigned by immediate supervisor.

#### KNOWLEDGE & REQUIRED SKILLS

##### CTI Competencies and Skills

- Leadership & Management Skills
- Capable of mentoring & evaluating the performance of staff within department
- Proficient Administrative and Technological skills
- Flexibility and Time Management Skills
- A Team player
- Adequate knowledge of CTI's overall vision, purpose, core values & overarching goals
- Sound understanding of non-profits and how they function.

Job Related Competencies & Skills

- Ability to lead and supervise staff cohesively and efficiently.
- Knowledge of the hospitality, agriculture and construction and trades industries
- Understanding of planning curriculums and streamlining course outlines and related courses.
- Strong Organizational skills
- Exceptional Management and Supervisory skills
- Sound verbal and written communication skills
- Disciplined and self-motivated
- Ability to work independently
- Pays attention to detail and thorough in practice
- Confidential, honest and possess reliable and strong work ethics
- Ability to adhere to and meet deadlines
- Committed to ongoing professional development
- Strong decision-making skills
- A valid driver's license
- Problem-solving and negotiation skills
- Understanding of the local NAECOB accreditation process a is bonus.

Qualifications and Experience

- Minimum of a Bachelor's degree in Education, Business Administration, Business Management, Hospitality Management or the Technical Trades.
- A minimum of Five-Ten (5-10) years experience in Education and Administration or Management. Experience working in a tertiary level educational system.
- Experience working in a tertiary level educational system.

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Acknowledged and agreed by:

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Date: