

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EVENING ADMINISTRATOR

BASIC FUNCTION:

Under the general direction of the Dean of Instructional Support Services or Provost of a Higher Education Center, serve as chief administrative officer for the main campus or a higher education center during assigned evening hours and on the weekends; supervise and/or coordinate work activities of academic and classified staff; make appropriate recommendations for improvement of operations; and perform administrative support duties in support of assigned operations.

REPRESENTATIVE DUTIES:

Serve as chief administrative officer for the main campus or a higher education center during assigned evening hours and on the weekends providing administrative support, coordination, and supervision; function as immediate supervisor for evening faculty; provide leadership and direction to classified staff. *E*

Assist in the evaluation process for contract classroom instructors as outlined in accordance with contract provisions. *E*

Under the direction of the instructional administrator, assist in the evaluation process of part-time evening and weekend faculty; discuss problem cases with division deans; organize evaluation schedule for part-time faculty in concert with division deans; conduct classroom evaluations and forward completed forms to division deans; administer student evaluation. *E*

Supervise assigned operations and services in the evening and on the weekends; areas of responsibility may include Instructional Support and Services, Student Services, and security staff; provide administrative support for all departments in the evening. *E*

Provide technical and administrative assistance to assigned Dean or Provost in support of assigned operations; participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities, services, programs, and operations. *E*

Participate in program surveys and needs assessment; participate in the development of recommendations for changes and improvements to better serve student and staff needs. *E*

Direct and participate in the preparation of a variety of statistical and narrative reports, records, and files related to assigned operations. *E*

Serve as liaison between Southwestern Community College District and other educational institutions; answer questions and provide requested information. *E*

As assigned, assist with evening classroom scheduling; resolve schedule and room conflicts. *E*

Provide information on classes to students and potential students. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, services, and activities of the assigned campus or education center.

Pertinent Federal, State, and local laws, codes, rules, regulations, policies, and procedures relating to campus or education center operations.

District policies, procedures, and current educational programs.

Evening Administrator – Continued

Methods and techniques of leadership and administration.
Principles of supervision and performance evaluation.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
Modern office procedures, methods, and equipment including computers and applicable software.
English language usage, spelling, grammar, and punctuation.
Oral and written communication skills.
Interpersonal skills using tact, patience, and courtesy.
Public relations principles and techniques.

ABILITY TO:

Provide effective leadership to the programs and services of assigned campus or education center during evening hours and on weekends.
Supervise evening and weekend faculty and participate in the faculty evaluation process.
Direct and coordinate the work of assigned classified staff.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive organizational issues, concerns, and needs.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Prepare and present comprehensive, effective oral and written reports.
Interpret, apply, and explain laws, regulations, policies, and procedures related to assigned functions.
Plan and organize work to meet schedules and time lines.
Work successfully with District faculty, administrators, and staff.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a Master's Degree, or the equivalent, OR a valid California Community College Credential. A minimum of one year of leadership experience in a related area.

WORKING CONDITIONS:

ENVIRONMENT:

Office and campus environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person or on the telephone.
Seeing to read and verify data and monitor operations.
Dexterity of hands and fingers to operate office equipment.
Sitting or standing for extended periods of time.
Walking to various District locations, meetings, or events.
Lifting, moving, and carrying boxes and other materials.

HAZARDS:

Driving a vehicle during adverse weather conditions.
Contact with dissatisfied or abusive individuals.