

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF CONTINUING EDUCATION AND SPECIAL PROJECTS

SUMMARY DESCRIPTION

Under the administrative direction of the Dean of Workforce, AEBG and Continuing Education, plan, coordinate, and direct the services and activities of the District's Continuing Education and Special Projects programs, services, and functional areas; develop and manage Continuing Education and Special Projects budgets; and supervise academic and classified staff.

REPRESENTATIVE DUTIES:

Plan, coordinate, and supervise the operations, services, and activities of the District's Continuing Education and Special Projects programs, services, and functional areas including Noncredit, Community Service (Fee Based), and Contract Education programs. *E*

Assist the AEBG program and AEBG Consortium with mutual goals and outcomes which may include creating noncredit courses and programs, and coordinating the CDCP approval process for noncredit certificate programs. *E*

Assist the AEBG program and Consortium by working with the AEBG faculty coordinator in assisting the AEBG work groups to meet their goals in contributing to the AEBG and noncredit programs. *E*

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned Continuing Education activities and operations; recommend and administer policies, procedures, and programs; participate in long range planning activities. *E*

Oversee and participate in the development and administration of Continuing Education and Special Projects budgets; participate in forecast of funds; monitor and approve expenditures; requisition supplies and capital outlay; implement budget adjustments. *E*

Develop and implement grants to support program activities in conjunction with grants office, other departments/programs and/or community partners. *E*

Assess, review, and revise program plans in compliance with state and federal regulations. *E*

Prepare annual district Program Review reports with input from CE staff and faculty. *E*

Interpret and implement rules, regulations, and laws of the Education Code relating to assigned programs. *E*

Assist in the development of new courses; evaluate the effectiveness of courses and programs; conduct systematic program review in accordance with District policy and procedures. *E*

Plan, direct, and coordinate the work of assigned staff; review and evaluate work products, methods, and procedures. *E*

Participate in the selection, training, supervision, and evaluation of assigned faculty and staff; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff. *E*

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Prepare annual program and fiscal reports to local Governing Board, State Chancellor's Office, and other agencies. *E*

Provide leadership for the growth of the District's Continuing Education and Special Projects programs. *E*

Provide technical and administrative assistance to the Dean of Workforce, AEBG and Continuing Education; conduct a variety of organizational studies, investigations, and operational procedures; direct and participate in the preparation of a variety of statistical and narrative reports, records, and files related to assigned operations and programs. *E*

Market and promote courses and programs for Continuing Education programs including Noncredit, Fee Based, and Contract Education programs, to include AEBG. *E*

Attend and participate in district, intersegmental, regional and community partner committees as assigned. *E*

Represent Continuing Education and Special Projects in district integrated model planning and implementation, which may include but not be limited to AEBG, BSI, Student Equity, noncredit SSSP, and Strong Workforce. *E*

Work collaboratively with Student Affairs personnel to assure delivery of program services, alignment of policies and procedures, and meeting of goals and objectives related to noncredit students. *E*

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Continuing Education, to include AEBG. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Operations, services, and activities of Continuing Education and Special Projects programs, services, and functional areas including Noncredit, Fee Based, and Contract Education program, to include AEBG.

Laws, rules, regulations, policies, and procedures relating to Continuing Education and Special Projects program areas, to include AEBG.

District policies, procedures, and current educational programs.

Methods and techniques of leadership and management.

Principles and practices of curriculum and course development.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, 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.

Interpersonal skills using tact, patience, and courtesy.

Ability to:

Manage, direct, and provide effective leadership for assigned programs and services.

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- Oversee and participate in the development and implementation of policies, procedures, goals, and objectives.
- Develop, coordinate, and manage effective programs and services.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Select, supervise, train, and evaluate assigned faculty and staff.
- Plan, organize, direct, and coordinate the work of assigned faculty and staff.
- Analyze curriculum and offered courses and recommend modifications.
- Oversee and participate in the creation of new curriculum and courses to meet the learning needs of students.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Identify and respond to sensitive organizational issues, concerns, and needs.
- Interpret, apply, and explain applicable federal, state, and District policies, laws, and regulations related to assigned functions.
- Prepare and administer an operational budget.
- Prepare and present comprehensive, effective oral and written reports.
- Exercise critical and independent judgment.
- Conduct meetings and serve on a variety of boards and committees.
- Plan and organize multiple activities and tasks to meet schedules and time lines.
- Work successfully with District faculty, administrators, and staff as well as with representatives from business, industry, and educational organizations.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

A Master's degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate office equipment.
- Hearing and speaking to exchange information on the telephone or in person.
- Sitting or standing for extended periods of time.
- Seeing to read and verify data and prepare various materials.

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Revised: March, 2007
Johnson & Associates

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Human Resources