

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, CONTINUING EDUCATION

DEFINITION

Under general direction, plans, organizes, manages, and provides direction and oversight for functions and activities related to continuing education, and select instructional programs and support services that meet the educational and training needs of adult learners and help them transition successfully to post-secondary education and the workforce; coordinates assigned activities with other District programs, faculty, and administrators to establish adult education and workforce development processes reflective of District goals; provides equity focused and complex professional assistance to the Dean, Workforce Development and Continuing Education in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, Workforce Development and Continuing Education. Exercises general direction over academic, technical, and administrative support staff through hierarchical levels of supervision.

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in activities of continuing education, including short- and long-term planning and development and administration of program policies, procedures, and services. This class provides assistance to the Dean, Workforce Development and Continuing Education in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires a professional background as well as skill in coordinating culturally responsive program work with that of other District divisions and outside agencies. Responsibilities include performing equity minded, specialized, and complex work involving significant accountability and decision-making. This classification is distinguished from the Dean, Workforce Development and Continuing Education in that the latter has significant authority over and provides leadership for strategic vision implementation of career and technical education and workforce development initiatives with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the functions of the job.

1. Plans, coordinates, and supervises the operations, services, and activities of the District's Continuing Education and Special Projects programs and services including Noncredit Community Service (Fee Based), and Contract Education programs.
2. Assists with progress towards mutual goals and outcomes of the Adult Education Block Grant (AEBG) program and Consortium by developing non-credit courses and programs and by coordinating approval processes for non-credit certificate programs.
3. Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the program; establishes, within District policy, appropriate budget, service, and staffing levels.
4. Manages and participates in the development and administration of the program's budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
5. Selects, trains, motivates, and directs program personnel; evaluates and reviews work for acceptability and conformance with program standards, including program and project priorities and performance evaluations;

works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.

6. Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of the programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Dean, Workforce Development and Continuing Education.
7. Establishes and maintains relationships with school district officials, community leaders, various organizations, and public agencies to encourage participation, stimulate interest, and coordinate campus projects with assigned programs and activities.
8. Coordinates with faculty and instructional areas regarding development and implementation of student course placement instruments and processes; coordinates assigned activities with other District programs, faculty, and administrators, including Student Affairs, to establish adult education processes reflective of District goals.
9. Interprets and ensures compliance with the Education Code including Title 5 regulations and requirements related to noncredit programs.
10. Directs operations of continuing education by developing, coordinating, promoting, implementing, and assessing programming for non-traditional adult students, including courses, workshops, support services, and bridge programs that include basic skills instruction, college preparation, technical training, and career development.
11. Advises, provides guidance, and prepares and delivers presentations on issues pertaining to continuing education.
12. Conducts a variety of analytical and operational studies regarding programmatic activities; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
13. Attends and participates in professional group meetings and various District committees and advisory groups; stays abreast of new trends and innovations in the field of adult education, workforce development, and other services as they relate to the area of assignment.
14. Maintains and directs the maintenance of working and official files.
15. Monitors changes in laws, regulations, and technology that may affect District or program operations; implements policy and procedural changes as required.
16. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean.
17. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of Continuing Education programs including Non-credit, fee Based, and Contract Education programs including AEBG.
- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work methods and procedures.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to Continuing Education programs, projects, and operations.

- Principles and practices of curriculum and course development.
- Contemporary issues of inclusion, social justice, diversity, access, and equity as related to higher education.
- Methods and techniques for the development of presentations, business correspondence, research and reporting, and information distribution.
- Principles and procedures of record keeping.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Develop and implement goals, objectives, policies, procedures, and work standards for the assigned programs.
- Provide administrative leadership and direction for program operations.
- Develop and monitor budgets: allocate resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Effectively represent the District in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Gather and analyze data, evaluate alternatives, and make sound recommendations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

A Master's degree **AND** one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and

ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Revised: March, 2007

Johnson & Associates

Revised: January, 2017

Human Resources

Revised: June, 2018

Koff & Associates.