

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR, RESTORATIVE JUSTICE AND OTHER OFF-CAMPUS PROGRAMS

DEFINITION

Under general direction, plans, organizes, manages, and provides direction and oversight for the operational, instructional and student support services of assigned programs; facilitates, develops, implements, and evaluates assigned programs, services, and activities; serves as primary contact person and representative of the District for assigned programs; manages the effective use of District and program resources to improve organizational productivity and customer service; provides highly responsible and complex professional assistance in areas assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean, Higher Education Center National City. Exercises general supervision over support and administrative staff. Provides functional direction to faculty and instructors, classified staff, including student workers and hourly staff.

CLASS CHARACTERISTICS

This is an academic administrator position that plans, oversees, and directs the functions, operations, programs, and activities of various off-campus operations, including short- and long-term planning and development and administration of program policies, procedures, and services. The incumbent assists the Dean, Higher Education Center in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility.

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.

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, manages, and oversees the daily functions, operations, and activities for assigned off-campus programs, services, and activities.
2. Participates and manages the development and implementation of goals, objectives, policies, and priorities for the off-campus programs; recommends within program policy, appropriate fees, service levels, and resources; recommends and administers policies and procedures.
3. Recommends instructional programs and student services offerings; facilitates new program and curriculum development, student support services and other approaches to accelerating student progress; recommends faculty assignments and schedules.

4. Oversees and participates in the development, administration, and coordination of program budgets; participates in the forecast of funds; monitors and approves expenditures; requisitions instructional supplies and capital outlays; implement adjustments.
5. Facilitates, 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.
6. Selects, trains, motivates, and directs assigned program staff; evaluates and reviews work for acceptability and conformance with program standards, including project priorities and performance evaluations; works with employees on performance issues; recommends discipline and termination procedures; responds to staff questions and concerns.
7. Plan, direct, and coordinate the work of assigned staff, faculty and instructors; review and evaluate work methods and procedures.
8. Provides leadership for and management of the development and implementation of a comprehensive fund development program/plan for the assigned programs which may include an annual giving program, private solicitation program, and special events.
9. Oversees the development and preparation of related new and renewal grant proposals; provides oversight of grant funded programs and activities of the assigned programs.
10. Establishes and maintains relationships with district officials, community leaders, various businesses and organizations, and public agencies to encourage participation, stimulate interest, and coordinate assigned programs and activities.
11. Assists in the development, publication and distribution of instructional promotional and procedural brochures in accordance with established procedures.
12. Compiles and submits accurate and timely data for accountability and assessment purposes, including expenditure data, performance data, student progress and participation data, and information pertaining to planning and assessment.
13. Maintains compliance with District and state regulations, rules, laws, codes and safety standards; provides accurate reporting of program data such as expenditures, annual plan, governance plan, assessment plan, and performance reports to state regulatory agencies.
14. Plans to ensure the daily functions, operations, and activities of the assigned programs are designed to ensure safety of staff and students and to prevent injury, illness, and damage to property.
15. Performs various safety related duties, including observing and monitoring of the environment and facilities for compliance with federal, state, local safety, health, and environmental regulations, as well as industry standards; recommends and implements measures of work-related accident and injury prevention; observes safe work methods and makes appropriate use of related safety equipment as required; participates and assists in coordinating safety training.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of adult education and workforce development as it relates to the area of assignment.
17. Directs and facilitates the preparation and maintenance of a variety of records and program files.
18. Monitors changes in laws, regulations, and technology that may affect program operations; implements procedural changes as required.
19. Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Dean.
20. Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
21. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- 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 enrollment management.
- Principles and practices of facilities planning and management.
- Applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures relevant to assigned programs, projects, and operations.
- Development, implementation, and assessment of student learning and/or service area outcomes.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Financial and public relations issues associated with the management of District functions and programs.
- Methods and techniques for the development of presentations, business correspondence, research, and reporting, and information distribution.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Select, train, motivate, and evaluate the work of faculty and staff; train faculty and staff in work methods and procedures.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in complex and diverse operational units.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and 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.
- Maintain accurate databases, records, and files.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Understand scope of authority in making independent decisions.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.

EDUCATION AND EXPERIENCE:

A Master's degree in any academic area OR the equivalent; AND a minimum of two years of formal training, internship or leadership experience reasonably related to this administrative assignment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and classroom setting and use standard office equipment, including a computer; to visit various District operational 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 position performs work in an office environment and at various field sites where standing and walking between work locations is regularly 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. Incumbent must be able to pass a comprehensive background investigation that provides access to restricted federal and state installations (military, corrections, etc.) Incumbent must be able to work in situations in which the life, safety, or health of self or others is at risk.

ENVIRONMENTAL ELEMENTS

Employee's work is performed in office, classroom, restricted zones and outdoor environments with moderate to loud noise levels, controlled and uncontrolled temperature conditions, and potential direct exposure to hazardous physical substances. Employees may interact with members of the public, staff and students under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures. Employee may be exposed to high-level security environments while administering various off-campus programs associated with this assignment.

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Johnson & Associates

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Koff & Associates

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