

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

SENIOR PROGRAM DIRECTOR

DEFINITION

Under general direction, plan, organize, and provide administrative direction and oversight for academic functions or disciplines requiring regulatory compliance and/or accreditation; coordinates and directs communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs and enhance educational effectiveness of the assigned academic themed programs; assists in educational planning and program development; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Dean. Exercises general direction and supervision over faculty, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a Director classification that oversees and directs all activities of the assigned nationally and state accredited programs requiring substantial coursework, including regulatory compliance and development and administration of policies and procedures. This class assists the assigned Dean in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of education policy and District functions and activities and the ability to develop, oversee, and implement programs. Responsibilities include coordinating the activities of the assigned programs with those of other divisions and departments and manage and oversee the complex and varied functions of the programs. This class is distinguished from the Program Director in that the assignment oversees a program that has a distinctly larger number of: accreditations; full time and adjunct faculty as well as classified staff and budget dollars from multiple funding sources. This class is distinguished from the Dean in that the latter has overall management responsibility for all department or center academic functions, programs, and activities, for accomplishing departmental 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.

- Assumes management responsibility for assigned academic themed programs, services, and activities.
- 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.
- Oversees and is responsible for educational planning and program development in accordance with missions, goals, and objectives of the District and school/higher education center; oversees administration and monitoring of assigned department programs and services to ensure compliance with established curriculum and content standards and requirements; develops, analyzes, and

implements curriculum standards to meet student needs; oversees development and implementation of new courses, programs, and instructional activities.

- Manages and coordinates communications, personnel, resources, curriculum, schedules, and information to meet the instructional needs and enhance the educational effectiveness of assigned programs and services; ensures the purchasing and maintenance of all supplies, equipment, and facilities required of the programs.
- Monitors and administers the annual budget; participates in identification of and application for external funding sources, including developing industry partnerships; forecasts additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments as necessary.
- Selects, trains, motivates, and directs program faculty and staff; evaluates and reviews work for acceptability and conformance with program standards, including establishing priorities and conducting performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Oversees the quality of assigned instructional programs and services by developing, reviewing, and implementing policies and procedures to meet regulatory requirements, educational standards, and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Oversees and participates in the development and maintenance of the assigned programs' accreditations, including timely periodic statistical and narrative accreditation reports, records, forms, and surveys; direction and coordination of accreditation visits; management and information updates, and reports on special projects as assigned by the Dean.
- Plans, coordinates, and supervises programs and activities to enhance faculty and administrative understanding of education practices, curriculum standards, and instructional strategies related to assigned department programs and services.
- Plans and coordinates the review of faculty curriculum and provides technical advice on changes and modifications to curriculum; works with faculty on curriculum development and transfer articulation proposals.
- Directs, conducts, and supports outreach and recruitment for assigned programs; oversees the application and acceptance process of students; monitors student completion of program requirements.
- Oversees and participate in providing academic advising to students; refer students to other resources as appropriate.
- Supports and/or participates in the assessment of Student Learning Outcomes and/or Administrative Unit Outcomes and the collection and utilization of the assessment results to support improvements in teaching methodologies, student learning and/or program improvement.
- Provides consultation and technical expertise to administrators, faculty, staff, students, outside agencies, and others concerning program operations and activities; provides detailed and technical information concerning programs, services, curriculum, and courses.
- Coordinates programs, services, and communications between administrators, faculty, staff, other departments and divisions, outside agencies, governmental agencies, students, and the public; establishes and maintains partnerships in support of the programs' activities.

- Oversees and participates in conducting a variety of analytical and operational studies regarding programmatic activities; prepares comprehensive technical records and reports; makes and justifies recommendations.
- Initiates and maintains contractual agreements with agencies that support students in the assigned programs; oversees the selection of external facilities in support of student learning (e.g. clinical placements); periodically evaluates their effectiveness.
- Advises, provides expert guidance, and prepares and delivers presentations on issues pertaining to the assigned programs.
- Facilitates and participates in professional group meetings and various District committees and advisory boards; stays abreast of new trends and innovations related to the area of assignment.
- Directs and facilitates the preparation and maintenance of a variety of records and program files.
- Monitors changes in laws, regulations, and technology that may affect District or the operations of the assigned programs; implements policy and procedural changes as required.
- Responds to difficult and sensitive student and faculty inquiries and complaints and assists with resolutions and alternative recommendations.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and the supervision of staff and faculty, either directly or through subordinate levels of supervision.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles, practices, procedures, and techniques involved in development, implementation, and evaluation of curriculum standards and instructional programs, student services, learning and success.
- Instructional techniques and strategies related to assigned academic programs and services.
- Technical, legal, financial, and public relations issues associated with the management of District academic programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned programs, projects, and operations.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- Modern office practices, methods, and computer equipment and 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, and legislative 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, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the assigned programs and the District.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of departmental programs, projects, and administrative activities.
- Effectively represent the department 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.
- 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 in a discipline related to the area of assignment from a college or university accredited by a recognized regional accrediting agency and one year formal training, internship, or leadership experience.

For the Nursing and Health Occupations Program assignment:

- Must be approved for the position of Nursing Director by The California Board of Registered Nursing (BRN).
- A Master's degree which includes course work in nursing, education or administration, **AND** a minimum of one year of experience as an administrator with validated performance of administrative responsibilities consistent with a qualified registered nurse administrator or faculty member who has the authority and responsibility to administer the program including coordinating and directing all activities in developing, implementing, and managing a nurse program, including its fiscal planning, **AND** a minimum of two years of experience teaching in pre- or post-licensure registered nursing programs, **AND** a minimum of one year's continuous, full-time or its equivalent experience direct patient care as a registered nurse or equivalent experience and/or education, as determined by the BRN.

Licenses and Certifications:

Appropriate valid, current licensure or certification to practice in California when required by law.

For the Nursing and Health Occupations Program assignment:

- Possession of a current, unencumbered California license to practice as a registered nurse

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 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 and classroom 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.

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Koff & Associates

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Human Resources