

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EVENING DIRECTOR

BASIC FUNCTION:

Under the general direction of the Vice President for Employee Services, serve as evening director for the main campus during assigned evening hours, and on the weekends when necessary; develop and coordinate the district's master calendar, compliance for the district's non-academic hourly workforce; supervise and/or coordinate work activities of academic and classified staff present during evening/weekend hours; coordinate evening supervision at the higher education centers; oversee performance evaluation monitoring for classified staff; make appropriate recommendations for improvement of operations; and perform administrative support duties as needed.

REPRESENTATIVE DUTIES:

Serve as evening director for the Chula Vista campus and as main point of contact for all district operations after normal business hours; check-in with each Higher Education Center Evening supervisor at least once each evening; check-in with the Campus Police Sergeant or Officer-in-Charge at the beginning and end of each work shift; prepare a daily report outlining issues, problems, incidents or concerns at main campus as well as the centers. *E*

Provide coordination, assistance and problem-solving for evening faculty; provide leadership and direction to classified staff during evening hours. *E*

Under direction of the Director of Human Resources, research, analyze and monitor compliance of all non-academic hourly employee usage district-wide, insuring conformance with district and Education Code requirements, and preparing periodic reports thereto. *E*

Under the direction of the Director of Human Resources, manage and coordinate the monitoring of all classified staff evaluations. Notify supervisors of pending evaluations; review evaluations for completeness and conformance with district standards; monitor and organize evaluation schedule for classified staff in concert with appropriate managers; recommend improvements in evaluation instruments and procedures. *E*

Insure the smooth operation of functional operations and services in the evenings, and weekends as needed; areas of responsibility may include Instructional Support Services, Student Services, security staff, and facility personnel through intermediate supervisors; provide administrative support for all departments in the evening. *E*

Provide professional, technical and administrative assistance to the Vice President for Employee Services and the Director of Human Resources in support of assigned operations, especially Program Review and Accreditation; 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*

Evening Director – Continued

May assist with the development, training and monitoring of the District Emergency Procedures/ protocols.

Serve as liaison between Southwestern Community College District and other educational institutions; and external agencies (as necessary), 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.

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.

Evening Director – Continued

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree; Master's degree or California Community Colleges Credential preferred.

Experience: Five years of management experience in a school, college or university setting which included the supervision of personnel.

WORKING CONDITIONS:

ENVIRONMENT:

Office and campus environment.

Frequent 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.

RANGE: Classified Administrator Range 25

Revised: December, 2014