

# CITRUS COMMUNITY COLLEGE DISTRICT

## BOARD POLICY

P-2474  
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### DIRECTOR OF COMMUNITY EDUCATION

#### Appointment

1. The Director of Community Education is recommended by the Superintendent/President and employed by the Board of Trustees.
2. The Director of Community Education is responsible to the Dean of Extended Day.

#### Duties

1. Implement the philosophy and policies of the college in the supervision of all community education programs.
2. Coordinate with the day and extended day administration and faculty all phases of the community education program.
3. Coordinate with the Director of Admissions and Records the registration and admission procedures for the community education program.
4. Work with the administrative staff and community representatives in determining the educational needs of adults in the community and establish a program that will best meet these needs.
5. Provide for continuous evaluation of the community education program.
6. Recommend instructional personnel for the community education program and assist the personnel office in securing credentials.
7. Supervise community education program instructors, assign rooms, prepare class schedules, and oversee the publicity and brochures for all community education programs.
8. Assist the Superintendent/President with budget requests for community education programs.
9. Supervise all reports and records for community education programs as requested by the local administration, the county, and State.
10. Perform other duties as assigned by the Dean of Extended Day.

The Director of Community Education shall serve in the following capacities:

- 1. Chair the Community Education Course Approval Committee.
- 2. Member of the RAVE Committee.

Adopted ..... 11/3/81